

THE PENNSYLVANIA RAILROAD COMPANY



AGREEMENT

ENTERED INTO BY AND BETWEEN

**THE PENNSYLVANIA RAILROAD COMPANY
AND**

**CLERICAL, OTHER OFFICE, STATION AND
STOREHOUSE EMPLOYES OF
THE PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN**

REPRESENTED BY

**BROTHERHOOD OF RAILWAY AND
STEAMSHIP CLERKS, FREIGHT HANDLERS,
EXPRESS AND STATION EMPLOYES
FIXING RATES OF PAY AND
GRADATION OF WORK**

APPLICABLE IN

**ACCOUNTING DEPARTMENT, INCLUDING
TICKET RECEIVERS' OFFICES
AND ACCOUNTING BUREAUS**

1

EFFECTIVE MAY 1, 1942



ILLINOIS HISTORICAL SURVEY

THE PENNSYLVANIA RAILROAD COMPANY

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EFFECTIVE MAY 1, 1942

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INDEX

MASTER AGREEMENT

PAGE No.

Absorbing overtime	26
Accepting positions not covered by this agreement.....	17
Accredited representative	9
Advance notice—reduction in force	11
Advance notice—trial	30
Appeal—discipline matters	31
Appeal—other than discipline matters	32
Application for former position vacated	6
Application of new employes	29
Application for position in other seniority districts	8
Appointment to official, supervisory or excepted positions— retention of seniority	19
Assignment of regular platform gangs based on the require- ments of the service	24
Assignment of work	12
Assignment starting in advance of midnight	22
Assignment to higher or lower rated positions	27
Assignment to other than regular positions	27
Attending court or inquest	26
Attending investigation	26
Awarding—Positions	5
Bidding for former position	6
Bidding for more than one position or vacancy	8
Bulletining	4, 7
Bulletins and notices of award—copies to	4
Called and not used	25
Calls	23
Change in rules	34
Change in seniority districts	10
Charge not sustained	31
Christmas Mail—Handling	8
Claims for compensation	32

149246 Harvard Univ. Lib. ser. 164906

Consideration for promotion	4
Court, trials and inquests	26
Daily working hours—reduction in	22
Day's work and overtime	20
Discipline	31
Assistance at investigations	30
Assistance at trials	30
Attending investigations	26
Attending trials	30
Charge not sustained	31
How imposed	30
Letters and statements	30
Notice of	30
Right of appeal	31
Displacement from regular position or vacancy	7
Displacement from temporary position or vacancy	7
Effective date of and changes in rules	34
Established rates and positions	27
Excepted positions	19
Exceptions to rules	3, 34
Expenses—relief employees	28
Extra boards	29
Failure to qualify	6
Failure to return to service after notification	14
Force reduction—advance notice	11
Guarantee—hourly rated employees	24
Guarantee—regularly assigned employees	22
Handling Christmas mail	8
Handling of employees	28
Higher rated positions—assigned to	27
Holiday work	21
Hourly rated employees	24
Hours constituting a day	20
Incapacitated employees	19
Increase in force	14
Intermittent service	22
Investigations—assistance	30

	PAGE No.
Investigations—attending	26
Leave of absence	29
List of positions—copies to	33
Lower rated positions—assigned to	27
Meal period	25
Monthly rated employes—computation of overtime rates....	20
New Employes	29
New Positions and Vacancies	4
Notice of award—copies to	4
Notice of change in rules	34
Notice of decision in claim for compensation	33
Notice of discipline	30
Notified or called	23
Notified or called to perform service between regular work periods	23
Number of days—computation	33
Offices, locker rooms, drinking water, etc.	34
Official positions	4
Overtime	20, 21, 22, 23
Overtime—absorbing of	26
Part time positions	7
Platform gangs	24
Position lists—copies to	33
Positions and rates	27
Positions and vacancies—advertisement of	4
Positions and vacancies—assignment to	5
Posting bulletins and notices	34
Posting on positions	20
Preference for temporary work	5
Promotion—consideration for	4
Qualifying for positions	6
Rates and positions	27
Reduction in force	10
Relief day	21
Relief employes—expenses	28
Relief positions	28
Returning from leave of absence, etc.	7

	PAGE No.
Returning from temporary position or vacancy	7
Right of Appeal—discipline	31
Right of Appeal—other than discipline	32
Right of displacement	10
Rosters—copies to	15
Rosters—preparation	15
Scope	1
Selection of positions	4
Seniority	8
Districts—change in	10
Districts—extent of	(Appendix A)
Excepted, supervisory, official positions—retention of seniority	19
Exercise of	10
Increase in force	14
Leave of absence	29
Posting on positions	20
Reduction in force	10
Retention of	9, 11, 14, 18, 19
Return to duty	7
Roster	15
Transfer of employes	9, 16, 18
Transfer of positions	16, 17
Seniority date	8, 9, 10, 15, 16
Seniority districts	(Appendix A)
Seniority roster	15
Starting time	28
Starting time—change in	28
Statements—written	30
Sunday and holiday work	21, 22
Supervisory positions	4, 12, 19
Suspension of work to absorb overtime	26
Temporary positions and vacancies	5, 7, 8
Time allowances	20
Attending court or inquest	26
Attending investigation	26
Attending trial	30

	PAGE No.
Called and not used	25
Calls	23
Day's work—overtime	20
Established rates and positions	27
Expenses—relief employes	28
Guarantees	22, 24
Hourly rated employes	24
Intermittent service	22
Meal period	25
Monetary claim allowed—notice to	33
Monetary claim not allowed—notice to	33
Notified or called	23
Overtime allowances	20, 21, 22, 23
Rest Day	21
Sunday and holiday work	21, 22
Travel time—expense incurred	28
Working other than regular position	27
Time lost attending investigations and trials	26
Transfer of employes	9, 10, 18
Transfer of employes from group 2 to group 1 or vice versa	18
Transfer of positions or employes from other classes	17
Travel time—expense incurred	28
Trial	30
Vacancies—advertisement and award	4, 5, 6, 7
Working less than full day	23, 24
Work on Sundays and holidays	21, 22
Written statements	30

SUPPLEMENTAL AGREEMENT “A”

	PAGE No.
AGREEMENTS—Prior to May 1, 1942 continued in effect...	17, 26
Clerical and Miscellaneous Forces' schedules (Prior to May 1, 1942)	26
Questionnaire	25
System General Office departments	17, 18
Effective date of and change in Rules	26

EXCEPTIONS

Employees under the jurisdiction of General Managers and Works Manager—from certain Rules of Master Agreement	16
Offices and departments—from certain Rules of Master Agreement	4, 6, 18, 20, 21
Offices, positions and individuals—from all Rules of Master Agreement	2
Positions and employees not subject to Rule 3-C-2 (b), (c) and (d) of Master Agreement	5
Positions and employees, Dining Car department	5, 17
Positions and employees, Secretary's department	6, 18
Relief and Pension department—temporary employees..	18
Traffic department	20
Transfer stations and freight stations	23
Other exceptions	21

POSITIONS OR EMPLOYEES NECESSARY TO CONTINUOUS

OPERATION OF CARRIER	21
----------------------------	----

RATES OF PAY 17, 18, 20, 23, 25

Basic rates of pay of employees under the jurisdiction of General Managers and Works Manager	25
Questionnaire method	25
Other methods	25

SPECIAL RULES 17 to 25 inc.

Dining Car department	17
Traffic department	20
Transfer stations and freight stations	23

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EFFECTIVE MAY 1, 1942

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FREIGHT HANDLERS, EXPRESS AND STATION EMPLOYEES

EFFECTIVE MAY 1, 1942

SCOPE

These Rules shall constitute an Agreement between The Pennsylvania Railroad Company and its employes of the classifications herein set forth as represented by the Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employes, and shall govern the hours of service, working conditions, and rates of pay of the following positions and employes of The Pennsylvania Railroad Company, subject to such modifications and exceptions as are set forth in Supplemental Agreement "A":

Group 1—Clerks as defined in the following paragraph:

Clerk—an employe who regularly devotes not less than four hours per day to the writing and calculating incident to keeping records and accounts, writing and transcribing letters, bills, reports, statements, and similar work, and to the operation of office mechanical equipment and devices, except as provided in Rule 3-C-2. This definition also includes stockmen, shippers and receivers, tallymen, blue printers, baggage checkmen, parcel room attendants or checkers, routemen, receiving and delivery men, foremen and assistant foremen—station or storehouse, excluding shop labor

foremen, gang foremen and gang leaders at Altoona Works who supervise shop laborers and storehouse laborers.

Group 2—Other Office, Station and Storehouse Employees of the following Classifications:

Attendants—Building, Commissary, Dining Car Department, Elevator, Elevator Dispatcher, First Aid, Lamp Room, Post Office, Rest Room, Salvage and Storage Plant, Station, Stock Yard, Supply Car, Telephone, Truck Driver.

Callers or Loaders

Chauffeurs (Stores and Station Departments)

Chief Telephone Switchboard Operators

Cleaners

Commissary Helpers

Coopers

Crane Operators (Stores and Station Departments)

Cutters and Assistants (Dining Car Department)

Elevator Dispatchers

Elevator Operators

Gang Leaders and Assistant Gang Leaders (Secretary's Department)

Gatemen

Industrial Truck Drivers (Stores and Station Departments)

Janitors

Laboratory Assistants

Laborers—Common and Assigned (Stores, Station and Dining Car Department, and Broad Street Station Building)

Lodging Housekeepers (Dining Car Department)

Mail Callers

Mail Handlers

Matrons

Messengers

Motor Truck Drivers (Stores and Station Departments)

Scrap Sorters
 Sealers
 Seamstresses (Dining Car Department)
 Station Baggage men
 Station Cleaners
 Store Attendants
 Stowers or Stevedores
 Supervising Telephone Operators (Secretary's Department)
 Telephone Switchboard Operators
 Ticket Examiners
 Tractor Operators and Tractor Operator Helpers
 (Stores and Station Departments)
 Train and Engine Crew Callers
 Transfer Bridgemen
 Truckers—Freight or Baggage
 Truck Drivers (Secretary's Department)
 Truckmen (Dining Car Department)
 Ushers
 Warehousemen
 Watchmen—Station, Office, Pier, Storehouse, Shop
 (except those having Police authority)

When the duties of a position covered by this Agreement are composed of the work of two or more classifications herein defined in Groups 1 and 2, the classification or title of such a position shall be determined by the preponderance of the work that is assigned to such position.

EXCEPTIONS

For the purpose of providing for exceptions from the application of some or all of the provisions of this Agreement, the parties have entered into a supplemental agreement dated April 15, 1942, effective May 1, 1942, and designated "Supplemental Agreement 'A'," which supplemental agreement sets forth the offices, departments, positions and employees which shall not

be subject to some or all of the provisions of this Agreement and designates the provisions to which they shall not be subject. It also sets forth certain miscellaneous provisions containing various amendments, limitations, modifications, or explanations of this Agreement. Said supplemental agreement shall be, and is hereby, adopted in full and made a part of this Agreement with the same force and effect as though it were fully set forth herein.

In excepting positions and employees from the application of the provisions of Rules 2-A-1 and 3-C-1, it is the intention of the parties that seniority shall not govern the filling of such positions but that the Management shall have the right to select the persons whom, in its own judgment, it considers best qualified to fill such positions.

RULE NO. 1—PROMOTION

Consideration for

1-A-1. Employees will be considered for promotion to excepted, supervisory or official positions as opportunity may offer.

RULE NO. 2—SELECTION OF POSITIONS

Bulletining

2-A-1. (a) All new positions or vacancies known to be of more than thirty days' duration, will be bulletined on Wednesday, or on the succeeding working day when such Wednesday is a holiday, following the date they occur, in the seniority district, for a period of five days in places accessible to employees affected. Bulletin will show position, location, primary duties, tour of duty, day of rest, rate of pay, symbol number where such number has been assigned to the position, and whether position or vacancy is of a permanent or temporary nature. A position which it is anticipated will be of six months' or more duration will be bulletined as a permanent position. Copies of bulletins and notices of award will be furnished the Division Chairman.

Bulletins advertising seasonal positions in addition to stating that the position is of a permanent or temporary nature will also state it is a seasonal position.

Temporary vacancies which become permanent, through any cause, shall be re-bulletined.

(b) Employees, including those furloughed, desiring bulletined positions or vacancies, will file their bids or applications, in writing, prior to the expiration of the bulletin, with the designated official.

(c) Furloughed employees will keep themselves informed as to positions under advertisement and no action will be taken by Management to notify them of available positions, except as is required in Rule 3-C-3, paragraph (a).

(d) Bulletined positions or vacancies may be filled temporarily pending assignment. In the event no bids or applications are received from qualified employees, the position or vacancy will be filled permanently by appointment and notice of award will be posted in accordance with Rule 2-A-2 (c). If the appointment is not made within thirty days from date bulletin is posted, the position or vacancy will be re-bulletined.

(e) Positions or vacancies of thirty days or less duration may be filled without bulletining. The senior qualified available employee requesting such position or vacancy or requesting a bulletined position or vacancy, pending assignment of a successful applicant, will be assigned, except where agreement under Rule 5-C-1 requires the use of extra employee, provided this will not entail additional expense to the Company.

2-A-2. (a) In the assignment of employees to positions subject to the application of the provisions of Rules 2-A-1 and 3-C-1, fitness and ability being sufficient, seniority shall govern. **Awarding**

(b) Bulletined positions or vacancies will be awarded within five days following close of the advertising

period, and, except when conditions beyond control of Management prevent, notice of award will be posted in places accessible to employees affected, on the second Wednesday following the posting of the advertising bulletin or on the succeeding working day when such Wednesday is a holiday.

(c) Notice of award covering bulletined positions showing position, symbol number where such number has been assigned to the position, date bulletined, the name of the employee awarded the position, and the effective date of the award, will be posted where the position was bulletined.

Qualifying

2-A-3. (a) An employee awarded a bulletined position or vacancy, or otherwise obtaining a position in the exercise of seniority, and failing to qualify within thirty days may exercise seniority under Rule 3-C-1.

(b) When it is evident that an employee will not qualify for a position, he may be removed from the position before the expiration of thirty days and be permitted to exercise seniority under Rule 3-C-1. The Division Chairman will be notified, in writing, the reason for the disqualification.

(c) When conditions develop so that an employee cannot satisfactorily perform the assigned work, he will be permitted to exercise seniority under Rule 3-C-1, subject to agreement between the Management and the Division Chairman.

(d) Employees will be given full cooperation of the department heads and others in their effort to qualify.

Bidding for former position

2-A-4. When an employee bids for and is awarded a bulletined position, his former position will be bulletined if the former position is one which is subject to the provisions of Rules 2-A-1 and 3-C-1. Such employee can file a bid for the said former position and the same shall be considered, provided no other employee bids for it.

2-A-5. Part time positions with assignments of less than eight hours per day or less than six days per week, may be established by agreement between the General Manager, Works Manager at Altoona Works, (as the case may be) and the General Chairman. Bulletins covering such "part-time" positions will show the working hours per day and working days per week. **Part time positions**

In filling "part-time" positions, consideration will be given to qualified employees making application, including employees relieved from active service in reduction in force who have complied with the provisions of Rule 3-C-1. Employees will not be required to exercise seniority to obtain or accept recall to service for, "part-time" positions in order to protect their seniority.

2-A-6. An employee filling a temporary position or vacancy shall, upon expiration of same or when displaced or disqualified, within five days return to his former position, if available to him, or select any position bulletined during his absence which was awarded a junior employee. In the event he has no regular position he shall exercise seniority under Rule 3-C-1. **Returning from temporary position or vacancy**

2-A-7. An employee returning to duty after leave of absence, sickness, disability or suspension, shall return to his former position if available to him or may within five days select any position bulletined during his absence which was awarded a junior employee. **Returning from leave of absence, etc.**

If during the time an employee is off duty account leave of absence, sickness, disability or suspension, his former position is abolished or is permanently filled by a senior employee, he shall exercise seniority under Rule 3-C-1.

Employees displaced from their regular positions by the return of an employee from leave of absence, sickness, disability or suspension, shall exercise seniority under Rule 3-C-1.

Bidding
for more
than one
vacancy

2-A-8. When more than one vacancy or new position subject to the application of the provisions of Rules 2-A-1 and 3-C-1 exists at the same time, employees shall have the right to bid on any or all, stating preference. Nothing in this Agreement shall be construed to prevent employees bidding on all bulletined positions, irrespective of whether the position is of the same, greater or lesser remuneration.

Applying
for posi-
tions in
other
seniority
districts

2-A-9. Qualified employees filing applications for positions subject to the application of the provisions of Rules 2-A-1 and 3-C-1 bulletined in other seniority districts will, on the basis of seniority in their home seniority district, be given preference over individuals not covered by this Agreement.

Handling
Christmas
mail

2-A-10. When it is necessary to augment the Station Baggage Force to handle seasonal mail during the Christmas Holiday period, the following will govern:—

(a) After the list of furloughed Group 2 employees eligible for recall under Rules 3-C-1 and 3-C-3 has been exhausted, senior qualified furloughed Group 2 employees from other seniority districts applying for this temporary work will be used.

(b) After the supply of Group 2 employees has been exhausted, senior qualified furloughed Group 1 employees applying for this temporary work will be used.

(c) Employees covered by paragraphs (a) and (b) of this Rule, who are used for this temporary work, will be paid the rates applicable to the regular force.

(d) When employees not covered by paragraphs (a), (b), and (c) of this Rule (2-A-10) are used for this temporary work they may be paid the Common Laborer's rate applicable at the location involved.

RULE NO. 3—SENIORITY

Seniority
date

3-A-1. (a) Except as provided in paragraph (c) of this Rule (3-A-1) and Rules 3-B-2, 3-D-1, 3-E-1,

3-E-2, 3-E-3 and 3-E-4, seniority begins at the time the employe's pay starts in a seniority district on a position covered by this Agreement.

(b) Where two or more employes start work at the same time on the same day, their seniority rank shall be determined by agreement between the Officer responsible for compiling the roster and the Division Chairman.

(c) A new employe or an employe transferred from another seniority district under Rule 2-A-9 who fills a position pending the bulletining thereof shall not be considered as establishing seniority under paragraph (a) of this Rule (3-A-1) by such employment. Such an employe shall acquire seniority on the date he is awarded a bulletined position and his seniority will date from the day on which his pay started in that seniority district.

(d) This Rule (3-A-1) shall not be construed as changing the seniority of employes established prior to May 1, 1942, but shall only apply in determining the seniority of employes entering a seniority district subsequent to May 1, 1942.

(e) This Rule (3-A-1) shall not be construed to grant seniority which may be exercised or applied to fill those positions which are excepted from the application of the provisions of Rules 2-A-1 and 3-C-1 of this Agreement.

3-A-2. (a) Where the term "duly accredited representative" appears in this Agreement it shall be understood to mean the regularly constituted committee (or any member or members thereof) of the Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employes, or the Officers of the organization of which that committee is a part.

Accredited
represent-
ative

(b) An employe on leave, serving as "duly accredited representative" of employes, will retain and accumulate seniority.

Seniority
districts

3-B-1. (a) Each Operating Division and, except as otherwise agreed, each System General Office Department shall constitute a separate seniority district and separate seniority shall prevail in each such district, by groups, as such groups are defined in the Scope of this Agreement.

(b) On a Division where two or more separate seniority districts were in effect immediately prior to May 1, 1942, employes shown on the seniority rosters of such districts will hold prior rights therein, in their respective groups (as such groups are defined in the Scope of this Agreement), and will begin to accumulate seniority in all classifications of the same group and over the entire Division effective May 1, 1942.

(c) In the application of this Agreement, the Ticket Office, Pennsylvania Station, New York City, each unit of Altoona Works and each department of the Regional General Offices, except as otherwise agreed upon by the General Manager or Works Manager at Altoona Works (as the case may be) and the General Chairman, shall constitute a separate seniority district and separate seniority shall prevail in each such district, by groups, as such groups are defined in the Scope of this Agreement.

Change in
seniority
districts

3-B-2. In the event of a change in seniority districts, the seniority of employes affected will be adjusted in the revised districts by the General Manager, Works Manager at Altoona Works, Officer in charge of System General Office Department (as the case may be) and the General Chairman.

Reduction
in force

3-C-1. (a) An employe displaced from his regular position shall exercise seniority within twenty-nine days or forfeit all seniority, except as provided in Rules 2-A-7 and 3-G-1, or in cases of personal illness, unavoidable causes or inability to exercise seniority due to the fact that no position is available. In case of absence due to

personal illness or unavoidable causes, the twenty-nine day period will be extended proportionately to the extent of such absence.

An employe unable to exercise seniority and desiring to protect it, will file his name and address, in writing, within five days from the date actually reduced to the furloughed list, and keep his correct address on file thereafter with the proper official (the officer authorized to bulletin and award positions). The employe will prepare three copies of such notices, retaining one copy and filing two copies with the officer referred to. Failure of the employe to do so will cause forfeiture of all of his seniority. One copy of such notices will be forwarded by the Management to the Division Chairman.

(b) An employe displaced from a temporary position by a reduction in force or by the abolishment of his position shall be subject to Rule 2-A-6.

(c) An employe whose assignment is permanently changed one hour or more from the time shown on the last bulletin advertising his position, whose relief day is changed, or whose location is changed from within the limits of one city or town to within the limits of another city or town, within the same seniority district, may within twenty-nine days after notification, if he so desires, exercise seniority.

(d) An employe will not be considered as having been displaced until the individual exercising seniority actually begins work on the position.

(e) An employe whose position is abolished shall be given as much advance notice as possible, in writing, which shall be not less than 36 clock hours, and a bulletin shall be promptly posted in the seniority district, showing the position abolished, symbol number where such number has been assigned to the position, location, name of incumbent, roster number and date abolished.

(f) In October of each year, employes who have been relieved from active service one year or more, and

who have retained their seniority, shall advise their Superintendent in writing, whether or not they desire to return to service when the opportunity is presented. This notice shall be forwarded to the Superintendent in duplicate and Management shall forward one copy to the Division Chairman. An employe who fails to forward such notice during the month of October or who advises that he does not desire to return to service when the opportunity offers, will forfeit his seniority.

**Assign-
ment of
work**

3-C-2. (a) When a position covered by this Agreement is abolished, the work previously assigned to such position which remains to be performed will be assigned in accordance with the following:

(1) To another position or other positions covered by this Agreement when such other position or other positions remain in existence, at the location where the work of the abolished position is to be performed.

(2) In the event no position under this Agreement exists at the location where the work of the abolished position or positions is to be performed, then it may be performed by an Agent, Yard Master, Foreman, or other Supervisory employe, provided that less than 4 hours' work per day of the abolished position or positions remains to be performed; and further provided that such work is incident to the duties of an Agent, Yard Master, Foreman, or other Supervisory Employe.

(3) Work incident to and directly attached to the primary duties of another class or craft such as preparation of time cards, rendering statements, or reports in connection with performance of duty, tickets collected, cars carried in trains, and cars inspected or duties of a similar character, may be performed by employes of such other craft or class.

(4) Performance of work by employes other than those covered by this Agreement in accordance with

paragraphs (2) and (3) of this Rule (3-C-2) will not constitute a violation of any provision of this Agreement.

(b) Where the work of an abolished position is assigned to employes coming under the provisions of this Agreement, such work, when it is practicable to do so, will be assigned to a position or positions with rates equal to or in excess of the rate of the position abolished.

(c) In the event the work of an abolished position is assigned to a Group 1 position or positions, the rate of which is less than the rate of the position abolished:

(1) An immediate questionnaire study may be made of the position or positions to which such work is assigned. The rate or rates determined by such study will be made effective as of the date the work is assigned to the position or positions studied, with the understanding that this will not modify or in any way affect the established practice of applying rates determined by questionnaire or questionnaire study effective as of the date covered by such studies, except when the study is made under the circumstances specified herein.

(2) Where agreement covering the questionnaire method of determining rates of pay for Group 1 employes is not in effect a study may be made of the position or positions to which the work of the abolished position is assigned for the purpose of determining the proper rate of such position or positions, based on the comparability of the assigned duties thereof to the duties of other established positions in the same seniority district and the application of the rate or rates established on the basis of such study will be effective as of the date the work is assigned to the position or positions involved.

(d) In the event the work of an abolished position

is assigned to a Group 2 position, the rate of which is less than the rate of the position abolished, a study may be made of the position to which the work of the abolished position is assigned for the purpose of determining the proper rate of such position. The application of the rate established on the basis of such study will be effective as of the date the work is assigned to the position.

Increase
in force

3-C-3. (a) When a permanent or temporary position is bulletined under Rule 2-A-1 and no bids are received from an employee in service senior to those furloughed, the senior qualified furloughed employee in the seniority district where the position is bulletined will be notified in writing of such position and a copy of the notice shall be furnished to the Division Chairman. Furloughed employees failing to report for duty for permanent positions within ten days after notice shall have been mailed to their last recorded address will forfeit their seniority in the district to which they declined to accept recall. In case of personal illness or other unavoidable cause, the ten day limit will be extended proportionately to the extent of such absence. Furloughed employees failing to report for duty for temporary positions will not forfeit their seniority.

(b) Furloughed employees, who have notified the employing officer that they desire consideration for temporary work, will when available, be given preference on a seniority basis to all extra work, short vacancies or vacancies occasioned by the filling of positions pending the assignment by bulletin, which are not filled by senior employees, or as provided by agreement under Rule 5-C-1. Furloughed employees failing to return to service under this paragraph will not forfeit seniority.

(c) Paragraphs (a) and (b) of this Rule (3-C-3) will not be interpreted as restoring seniority to employees whose employment relation with the Company has been terminated.

3-D-1. (a) Separate seniority rosters of employes as defined in Groups 1 and 2, will be prepared for each seniority district. For employes covered by Group 1, roster will show rank number, name, and date of entry in the group. For employes covered by Group 2, roster will show rank number, name, occupation, and date of entry in the group. Rosters will be revised as of January 1st, and posted in January of each year in places accessible to the employes affected.

(b) The names of freight truckers and laborers need not be shown on roster until they have been in service in excess of ninety days.

(c) Employes' seniority will be open to protest, in writing, for a period of sixty days from date the employe's name first appears on the roster, except that in case an employe is off duty on leave of absence, furlough, sickness, disability or suspension at the time the roster is posted, such employe will have sixty days from the date he returns to duty to enter protest. Seniority of employes not protested, in writing, within the above specified time limits will be deemed to have been accepted as correct and not subject to further appeal, except to correct typographical errors or to restore names which appeared on the preceding roster and which were omitted in error.

(d) After the posting of the January 1943 roster, no names will be added to subsequent rosters except those of employes acquiring seniority since the posting of the preceding roster or names of employes retaining seniority under Rule 3-F-1 who returned to positions covered by this Agreement after the posting of the preceding roster.

(e) Note will be placed on each roster fixing the time limit of appeal.

(f) No change on seniority rosters will be made by the Management, except as provided in paragraph (d)

of this Rule (3-D-1), without conference and agreement with the Division Chairman. Copies of all rosters will be furnished the General, Division and Local Chairman.

Transfer
of
employees

3-E-1. (a) Employees whose positions are transferred to another seniority district will, if they choose to follow such positions, carry their seniority with them and will retain and continue to accumulate seniority in their home seniority district. Employees not electing to follow their positions may exercise seniority in their home seniority district under Rule 3-C-1.

Employees transferring without their positions from one seniority district to another will rank in new seniority district from date of transfer, but will retain and continue to accumulate seniority in their home seniority district.

(b) When new offices or departments are organized to take over work now being performed in other offices or departments or when consolidations, or other combinations or divisions of offices or departments are made, the re-arranging and the awarding of positions shall be by agreement between the Management and the General Chairman, provided, however, that in the case of work or positions not subject to the provisions of Rules 2-A-1 and 3-C-1, such work or positions shall be re-arranged and assigned solely by the Management, at its discretion.

(c) When employees do not elect to follow their positions under paragraphs (a) and (b) of this Rule (3-E-1) but exercise seniority in their home seniority district under Rule 3-C-1, the vacancies thus created will, if subject to the application of the provisions of Rules 2-A-1 and 3-C-1, be advertised in the seniority district from which the positions are transferred. If no bids are received from active employees senior to those relieved for causes as shown in Rule 3-C-1, the senior qualified employees so relieved, in the seniority

districts where the vacancies are bulletined will be notified, in turn, and given an option of transferring with the positions. Employees assigned positions under the provisions of this paragraph will carry their seniority with them and will retain and continue to accumulate seniority in their home seniority district.

In the event vacancies are not filled in the seniority district from which the positions are transferred, such positions shall be bulletined in the seniority district to which transferred.

(d) Employees covered by this Rule (3-E-1) may exercise their seniority in either district, when entitled to do so under this Agreement, but when they leave the district to which transferred for any reason, they will forfeit seniority in that district.

3-E-2. When a position or assignment of another class or branch of service, not previously covered by this Agreement, is reclassified and the position is placed under the rules of this Agreement, the employee in such position on the date of change may, if he so desires, remain in the assignment.

Transfer of positions from other classes

In reduction of force such employee shall have the right to hold that position on the basis of seniority that he held in former class combined with the seniority he has accumulated since the position was transferred to this Agreement.

In making application for new positions or vacancies, or when exercising seniority, only such seniority as has accrued from date of transfer to this Agreement will be considered.

3-E-3. (a) Employees in active service who accept positions covered by other agreements after May 1, 1942, will forfeit all seniority under this Agreement, except as provided in Rule 3-F-1.

Accepting positions not covered by this agreement

(b) Employees who had established seniority under previous agreements and who, while in active service,

accepted positions covered by other agreements prior to May 1, 1942, forfeited their seniority, except:—

1. As provided in Rule 3-F-1.

2. Employees who last entered service on a position in Group 2 and who, on or after July 26, 1921, accepted positions in Group 1, will retain and continue to accumulate seniority in Group 2.

3. Employees who last entered service on a position covered by Group 2 and who, while in active service, accepted positions covered by the Shop Crafts or Maintenance of Way Agreements between May 1, 1927 and February 16, 1935, will retain and continue to accumulate seniority under Group 2. Such employees, after exhausting seniority under the Shop Crafts or Maintenance of Way Agreements, may exercise seniority to positions covered by Group 2, in accordance with Rule 3-C-1. Employees who return to positions covered by Group 2 and who, subsequently, accept positions covered by the Shop Crafts or Maintenance of Way Agreements, will forfeit seniority in Group 2.

Transfer
of em-
ployes
from
group 2 to
group 1 or
vice versa

3-E-4. (a) Employees transferred from Group 2 to Group 1, or vice versa, within the same seniority district, who do not have seniority in the group to which transferred, will rank in such group from date of transfer and will retain and continue to accumulate seniority in the group from which transferred.

(b) Employees who, as of May 1, 1942 are regularly assigned to positions which, prior to the effective date of this Agreement were covered by the Miscellaneous Forces' Schedule and which positions, under the provisions of this Agreement, come within the purview of Group 1, will be given seniority in Group 1 from the dates they started to work on such position and will retain and continue to accumulate seniority in Group 2.

(c) Employees covered by this Rule (3-E-4), entitled to exercise seniority under this Agreement, may exercise their seniority in either group without forfeiting seniority in the other group.

3-F-1. An employe possessing seniority under the provisions of this Agreement, now filling or hereafter appointed to a position of Agent, Assistant Agent, Train Dispatcher, Yard Master, or Assistant Yard Master, or any position which, as of April 30, 1938, was not, or is not now subject to the application or exercise of seniority under the provisions of this or any other Agreement in the selection of the person to fill such position, shall retain and continue to accumulate seniority in the district from which appointed and, provided he reports for duty within thirty days after release from such position, he may exercise such seniority in accordance with the provisions of Rule 2-A-7.

Appointment to official, supervisory, or excepted positions

3-G-1. (a) By agreement, in writing, between the Division Chairman and Superintendent, a disabled employe covered by the Scope of this Agreement, may be assigned to a new position or vacancy, or be placed in an existing position without regard to his seniority or the seniority of any other employe, provided he is capable of performing the service.

Incapacitated employes

(b) A disabled employe so placed shall be compensated at the rate of the position to which assigned, and while so assigned will not be permitted to bid for advertised positions or vacancies.

(c) An employe displaced in the application of this Rule (3-G-1) may exercise his seniority in accordance with Rule 3-C-1.

(d) A position, while occupied by such disabled employe shall not be subject to any of the seniority or advertising rules, except that a disabled employe placed in such a position may be displaced therefrom

by a senior qualified employee only when there is no other position which such senior employee can obtain through exercise of his seniority.

(e) The foregoing provisions of this Rule (3-G-1) shall not be construed as establishing seniority for employees placed on positions covered by this Agreement.

Posting

3-H-1. Prior to exercising seniority under Rule 3-C-1, an employee will, if he so desires, be allowed to post without pay on any position to which his seniority entitles him, with a reasonable amount of assistance from those qualified to give same, for a period not to exceed twenty-eight days, but seniority must be exercised within the time limit prescribed in Rule 3-C-1.

RULE NO. 4—TIME ALLOWANCES

Day's work and overtime

4-A-1. (a) Unless otherwise provided in this Agreement, eight consecutive hours on duty, exclusive of the meal period, shall constitute a day's work for which eight hours' pay will be allowed. Time worked in excess of eight hours in any twenty-four hour period will be considered as overtime and paid for at the rate of time and one-half. A relief or extra employee who performs relief work in two or more positions within a twenty-four hour period will be paid straight time for the first eight hours worked in each position. For time worked in excess of eight hours on any of the positions so relieved, he will be paid time and one-half.

(b) Compensation for time which employees are off duty with pay for personal reasons will be used to offset overtime, including calls, in that pay period. Other time off duty with pay will be considered the same as time worked in computing overtime.

(c) The straight time hourly rate for monthly rated employees will be determined by dividing the monthly

rate by 204, such hourly rate to be extended to the nearest tenth of a cent.

(d) Employees paid on a tonnage or piece work basis, with an hourly, daily or monthly guaranteed rate, for service on any day beyond the limit of their regular eight-hour tour of duty, shall be allowed time and one-half on the minute basis at the guaranteed rate, or actual earnings on the tonnage or piece work basis, plus one-half of the guaranteed hourly rate, whichever is the greater.

(e) The provisions of paragraph (a) hereof will not apply to the occupants of "part-time" positions established in accordance with provisions of Rule 2-A-5, who will be compensated in accordance with agreement reached by the Management and the General Chairman at the time such positions are established. In no case will such payment be less than the established straight time rate for such work.

4-A-2. (a) Work performed on Sundays and the following legal holidays, namely—New Year's Day, Washington's Birthday, Decoration Day, Fourth of July, Labor Day, Thanksgiving and Christmas, (provided when any of the above holidays fall on Sunday, the day observed by the State, Nation or by proclamation shall be considered the holiday), shall be paid at the rate of time and one-half, except that employees necessary to the continuous operation of the carrier who are regularly assigned to such service, will be assigned one regular day off duty in seven, Sunday if possible, and if required to work on such regular assigned seventh day off duty, will be paid at the rate of time and one-half. When such assigned day off duty is not Sunday, work on Sunday will be paid for at the straight time rate.

**Sunday
and holi-
day work**

(b) When a regularly assigned employe has an assigned relief day other than Sunday, and one of the

holidays specified in paragraph (a) of this Rule (4-A-2) falls on such relief day, the day following will be considered his holiday.

(c) When employes paid on a tonnage or piece work basis are to be allowed compensation on the basis of time and one-half under the provisions of this Rule (4-A-2), the compensation allowed will be calculated in accordance with the provisions of Rule 4-A-1 (d).

Guarantee
—regularly
assigned
employes

4-A-3. The working days per week for regularly assigned employes shall not be reduced below six unless agreed to by the Management and the General Chairman, except that this number may be reduced in a week in which holidays occur by the number of such holidays. This Rule (4-A-3) does not prohibit the abolition of a position at any time.

Assign-
ment start-
ing in
advance of
midnight

4-A-4. (a) An assignment starting in advance of midnight on a Saturday night, which includes working time after midnight Saturday night, is a Saturday assignment.

(b) An assignment starting in advance of midnight on a Sunday night, which includes working time after midnight Sunday night, is a Sunday assignment.

(c) An assignment starting at 12:00 Midnight will be considered as work performed on the following day.

(d) Principles set forth in paragraphs (a), (b) and (c) of this Rule (4-A-4) are also applicable in the case of the seven specified holidays and the days in advance thereof.

Intermit-
tent
service

4-A-5. Where service is intermittent or does not require continuous application, overtime as provided in Rule 4-A-1, will be allowed for all time actually worked in excess of eight hours within a spread of twelve consecutive hours, and for all time in excess of twelve hours computed continuously from the time first required to report for duty until final release at end of day. Time

shall be counted as continuous service in all cases where the interval of release from duty at any one time is less than one hour.

This Rule does not apply where the number of employees, the volume of work, and requirements of the service are such as to permit of properly arranging the work on a continuous time basis.

4-A-6. (a) Regularly assigned employees notified or called to perform work between their regular work periods and not continuous therewith will be allowed a minimum of three hours at the pro rata rate for two hours work or less; time held on duty in excess of two hours to be paid for at the rate of time and one-half. Regular employees so called who are unable, because of being called, to cover their regular assignment will be paid not less than they would have received if they worked their regular assignment.

Notified or
called for
work
between
regular
work
periods

(b) Regularly assigned employees notified or called to perform work continuous with, and in advance of their regular work period, will be allowed time and one-half on the minute basis for such advance time.

(c) A regularly assigned employee notified or called under the provisions of paragraphs (a) or (b) of this Rule (4-A-6), to perform service in other than his regular position will be compensated at the rate of the position filled or at his regular rate, whichever is higher.

(d) An extra employee notified or called to perform service will be paid at pro rata rate for actual time worked with a minimum of four hours, exclusive of the meal period. Such employee required to perform a total of more than six hours' service will be allowed a minimum of eight hours' pay at the pro rata rate.

(e) When employees paid on a tonnage or piece work basis are to be allowed compensation on the basis of time and one-half under the provisions of this Rule

(4-A-6) the compensation allowed will be calculated in accordance with the provisions of Rule 4-A-1 (d).

Guarantee
—hourly
rated
employees

4-A-7. Hourly rated employees assigned to regular positions, who are required to report at a regular starting time and place for a day's work, and who are prevented from performing service by conditions beyond the control of the Management, will be allowed a minimum of three hours' pay at pro rata rates. If such employees are held on duty in excess of three hours they will be paid for the actual time so held. If required to work any part of the time so held and through no fault of their own are released before a full day's work is performed, they will be paid for not less than eight hours at the pro rata rate.

Assign-
ment of
regular
platform
gangs
based on
the require-
ments of
the service

4-A-8. (a) Every reasonable effort will be made to maintain a maximum number of regularly assigned platform gangs at each freight station or transfer, based on the requirements of the service.

(b) Extra platform gangs may be employed as necessitated by the requirements of the service and the extra employees will be compensated as follows:

1. Extra employees in platform gangs not exceeding in number 20% of the number of positions in the regularly assigned platform gangs, will be paid for actual time worked with a minimum of four hours, exclusive of the meal period. Such employees released for other than a meal period and subsequently required to perform service, will be allowed actual time for such subsequent period of service with a minimum of one hour. Such employees required to perform a total of more than six hours' service will be allowed a minimum of eight hours' pay.

2. When the number of extra platform employees used exceeds 20% of the number of positions in regularly assigned gangs, the senior extra employees equal

in number to such excess will be paid for the actual time worked with a minimum of eight hours, exclusive of the meal period.

(c) Extra employes required to perform service in accordance with the foregoing, will be paid at the rate of time and one-half for actual time worked in excess of eight hours in any 24-hour period.

4-A-9. Employes called for service (unless otherwise notified before leaving home) will, if not used, be allowed three hours' pay at pro rata rate of the position for which called, except that in cases where the rate of the employe's regular position exceeds the rate of the position for which called, payment will be based on the rate of the employe's regular position. Called and
not used

4-B-1. (a) A meal period, which shall be continuous, will be established for each position between four and one-half and six hours after starting time, with full release from duty during such meal period. Meal
period

Except as provided in paragraph (c) of this Rule (4-B-1), such meal period will not be less than thirty minutes nor more than one hour, unless the Management and the Division Chairman agree to extend the meal period, but in no event shall it exceed one hour and thirty minutes.

(b) When an employe is required to work overtime after completion of his regular tour of duty, he may be allowed time within which to eat and be paid as if on continuous duty.

(c) For regular operations requiring continuous hours, eight consecutive hours without meal period may be assigned as constituting a day's work, in which case not to exceed twenty minutes shall be allowed for eating without deduction in pay between four and one-half and six hours after starting time.

Where employes are on May 1, 1942 assigned to

eight consecutive hours without meal period, with twenty minutes in which to eat without deduction in pay, such assignments will continue in effect unless changed by agreement between the Management and the General Chairman.

(d) In the System General Office Departments, the meal period will not be less than thirty minutes, nor more than one hour, except when Management and the Division Chairman agree to extend the same to not more than one hour and thirty minutes. The meal period will be continuous. The preceding paragraphs of this Rule (4-B-1) shall not apply to the System General Office Departments.

Absorbing
overtime

4-C-1. Employees will not be required to suspend work during regular hours to absorb overtime.

Attending
court or
inquest by
direction
of man-
agement

4-D-1. (a) Employees released from duty to attend court or inquest by direction of an officer of the Company will be paid actual time lost from duty, and necessary expenses will be allowed when away from home.

(b) For attending court or inquest by direction of an officer of the Company on days not assigned to work employees will be allowed eight hours at the pro rata rate. Compensation to extra employees under this paragraph will be at the minimum rate.

(c) Employees required by an officer of the Company to attend court or inquest at any other than the above mentioned times will be compensated for the time so engaged with a minimum of three hours and a maximum of eight hours at the pro rata rate.

(d) Witness fees and mileage will be remitted to the Company.

Attending
investiga-
tion

4-E-1. (a) Employees required to report for investigation immediately after having finished, or just prior to reporting for work, will be allowed continuous time at their regular straight time rate for the time spent in

attending the investigation, unless at a subsequent trial they are found guilty of the offense involved.

(b) If required to attend investigation at other than the above mentioned times, except when under pay, they will be compensated for the time spent in attending the investigation with a minimum of three hours and a maximum of eight hours at the pro rata rate, unless at a subsequent trial they are found guilty of the offense involved.

(c) Extra employees required to attend investigation will be compensated in accordance with paragraph (b) at the minimum basic rate of pay, unless at a subsequent trial they are found guilty of the offense involved.

(d) This Rule (4-E-1) also applies to employees required to attend investigation as witnesses.

4-E-2. (a) Employees assigned temporarily to higher rated positions will receive the higher rates while occupying such positions; employees assigned temporarily to lower rated positions will not have their rates reduced. Extra employees will be compensated at the rate of the position to which temporarily assigned.

Assign-
ment to
other than
regular
positions

(b) A "temporary assignment" for the purpose of this Rule (4-E-2) contemplates the fulfillment of all the duties and the assumption of all the responsibilities of the position during the time occupied, whether the regular occupant of the position is absent or whether the temporary assignee does the work in the presence of the regular employee. Assisting a higher rated employee, due to a temporary increase in the volume of work, does not constitute a temporary assignment.

4-F-1. Established rates of pay, or positions, shall not be discontinued or abolished and new ones created covering relatively the same class of work, which will have the effect of reducing rates of pay or evading the

Estab-
lished
rates and
positions

application of these Rules, nor shall the transfer of rates from one position to another be permitted.

This does not apply in the case of employees paid "incumbent" rates.

Travel
time—
expense
incurred

4-G-1. (a) When employees are required during a tour of duty to report for service at one location and are relieved from service at another, and the distance is sufficient to impose a hardship, the matter will be a subject for negotiation.

(b) Employees required to work temporarily at other than their regular assignment will, in addition to their regular pay, be reimbursed for any additional expense incurred on account of the change, and will be paid at the pro rata rate for any additional time required in traveling to and returning from the temporary assignment.

(c) Employees will not be required to provide transportation facilities in order to qualify for positions.

Expenses
—relief
employees

4-G-2. Regular relief employees will be allowed expenses not to exceed \$2.00 per calendar day while working away from their headquarters. A point will be designated by the Management as "headquarters" of relief employees. This point need not be the employees' place of residence but may be any point which will permit of fulfilling the relief schedule at minimum of expense. This Rule (4-G-2) does not apply to extra employees.

RULE NO. 5—HANDLING OF EMPLOYEES

Starting
time

5-A-1. (a) Regular assignments shall have a regular fixed starting time and, except in emergency, that regular starting time shall not be changed without at least sixteen hours notice to the employees affected.

(b) When the requirements of the service necessitate that the starting time be different on the various days of the week included in the assignment, such starting

times shall be the subject of agreement between the Management and the Division Chairman.

(c) No assignment will have a starting time after 12 o'clock Midnight and before 6 A.M., except by agreement between the Management and the Division Chairman.

(d) Variable starting times for relief assignments are not prohibited by this Rule (5-A-1).

5-B-1. The application of new employees for employment shall be approved or disapproved within ninety days after applicants begin work. Application of new employees

In the event of applicants giving false information this Rule (5-B-1) shall not apply.

5-C-1. Where extra employees are used extra boards will be established by agreement between the Management and the Division Chairman. The number of extra employees to be used and the manner in which they will work will be determined by written agreement between the Management and the Division Chairman. Extra boards

5-D-1. (a) Employees will, upon request, be given necessary leave of absence to engage in work pertaining to their representing organization, without impairment of seniority. Leave of absence

(b) When the requirements of the service permit, employees will, on request, be granted leave of absence for a limited time with privilege of renewal. An employee absent on leave who engages in outside employment without the permission of the Superintendent or other corresponding officer, automatically forfeits seniority.

(c) Leave of absence will be granted in writing, copy to be furnished the Division Chairman.

RULE NO. 6—DISCIPLINE

Trial

6-A-1. (a) Employees will not be suspended nor dismissed from service without a fair and impartial trial.

(b) When a major offense has been committed an employe suspected by the Management to be guilty thereof may, after the occurrence of the offense, be held out of service pending trial and decision.

**Written
statements**

6-B-1. An employe who is required to make a statement prior to the trial in connection with any matter which may eventuate in the application of discipline to any employe, if he desires to be represented, may be accompanied by the "duly accredited representative," as that term is defined in this Agreement. A copy of his statement, if reduced to writing and signed by him, shall be furnished him by the Management upon his request.

**Advance
notice of
trial**

6-C-1. (a) An employe who is accused of an offense and who is directed to report for a trial therefor, will be given reasonable advance notice in writing of the exact charge for which he is to be tried and the time and place of the trial.

(b) If he desires to be represented at such trial, he may be accompanied by the "duly accredited representative" as that term is defined in this Agreement. The accused employe or the "duly accredited representative" shall be permitted to question witnesses insofar as the interests of the accused employe are concerned. Such employe shall make his own arrangements for the presence of the said representative and no expense incident thereto will be borne by the Company.

**Notice of
discipline**

6-D-1. (a) If discipline is to be imposed following trial and decision, the employe to be disciplined will be given written notice thereof at least ten days prior to the date on which the discipline is to become effective, except that in cases involving major offenses discipline

may be made effective at any time after decision without advance notice.

(b) If the discipline to be applied is suspension, the time the employe is held out of service prior to the serving of the notice of discipline shall be applied against the period of suspension.

RULE NO. 7—APPEALS

7-A-1. (a) An employe who considers that an injustice has been done him in discipline matters and who has appealed his case in writing to the Superintendent, (in Regional and System General Office Departments and at Altoona Works, the officer in charge of the Department) within ten days, will be given a hearing. Discipline

This appeal, where the discipline imposed is suspension, will act as a stay (except in the case of a major offense) in imposing the suspension until after the employe has been given a hearing.

(b) At hearings on appeal, an employe may, if he desires to be represented at such hearings, be accompanied, at his own expense, by the "duly accredited representative" as that term is defined in this Agreement.

(c) After the appeal has been acted upon by the Superintendent (in Regional and System General Office Departments and at Altoona Works, the officer in charge of the Department), the employe will be advised, in writing, of his decision. If the decision in cases of suspension is to the effect that suspension will be imposed, either in whole or for a reduced period, the stay referred to in paragraph (a) of this Rule (7-A-1) shall be lifted and the suspension imposed.

(d) When an employe is held out of service in connection with a major offense pending trial and decision, and the decision exonerates the employe so held out of

service, the employe will be compensated for the difference between the amount earned while out of service or while otherwise employed and the amount he would have earned had he not been held out of service.

Other than
discipline

7-A-2. When it is considered that an injustice has been done with respect to any matter other than discipline, the employe affected or the "duly accredited representative" as that term is defined in this Agreement, on his behalf, may within ninety days present the case, in writing, to the employe's immediate Supervisor. If the decision of such Supervisor, which shall be in writing, is unsatisfactory, such decision may then be appealed by the employe affected or by the said "duly accredited representative" as that term is defined in this Agreement, on his behalf, to the Superintendent, (in Regional and System General Office Departments and at Altoona Works, the officer in charge of the Department).

In the case of claims for compensation alleged to be due, the time periods specified in Rule 7-B-1 will be observed.

Claims for
compensation

7-B-1. (a) Claims for compensation alleged to be due, may be made only by an employe or by the "duly accredited representative" as that term is defined in this Agreement, on his behalf, and must be presented, in writing, to the employe's immediate Supervisor within ninety days from the date the employe received his pay check for the pay period involved, except:

1. Time off duty on account of sickness, leave of absence, suspension or reduction in force, will extend the time limit specified in paragraph (a) of this Rule (7-B-1) by the period of such time off duty.

2. When a claim for compensation alleged to be due is based on an occurrence during a period employe was out of active service due to sickness, leave

of absence, suspension or reduction in force, it must be made, in writing, within ninety days from the date the employe resumes duty.

(b) If claims are not made within the time limit specified in the foregoing paragraph (a) of this Rule (7-B-1) including Exceptions (1) and (2), they will not be entertained nor allowed.

(c) When claims for compensation alleged to be due have been presented in accordance with the foregoing paragraph (a) of this Rule (7-B-1) including Exceptions (1) and (2), and are not allowed, the employe will be notified to this effect, in writing, within thirty days from the date his claim was presented. When not so notified claims will be allowed.

(d) When time claims are allowed the interested employes and the Division Chairman will be advised in writing the amounts involved and the payrolls on which the payments will be made.

(e) A claim for compensation denied in accordance with the foregoing paragraph (c) of this Rule (7-B-1) will be considered invalid unless it is listed for discussion by the Division Chairman with the Superintendent (in Regional and System General Office Departments and at Altoona Works, the officer in charge of the Department) within ninety days after the date on which the claim was initially denied.

RULE NO. 8—MISCELLANEOUS

8-A-1. At Division headquarters a list will be maintained of the positions covered by this Agreement, which will be accessible to employes when it is necessary for them to exercise seniority. Two copies of the list will be furnished to the General Chairman.

List of
positions

8-A-2. Where the number of days mentioned in this Agreement is thirty or less, Sundays and the seven rec-

Number of
days—
computa-
tion of

ognized Holidays shall not be included in the computation thereof.

Posting
bulletins
and
notices

8-B-1. A place will be provided in offices and departments for the posting of bulletins and notices affecting employes covered by this Agreement. No bulletins or notices will be posted by the employes without the approval of Management and the duly accredited representatives of the employes.

Offices,
locker
rooms,
drinking
water, etc.

8-C-1. Offices, locker rooms, lunch rooms, wash rooms and toilets will be heated and lighted in the best manner possible, consistent with the source of heat and light available at the point, and will be kept in good repair and in a clean, dry and sanitary condition. Platforms, trucks, runways, and lockers will be kept in good repair and in a clean, dry and sanitary condition. Good drinking water to the extent the source is available at the point, and ice if necessary, will be furnished. Sanitary drinking fountains will be provided where necessary.

RULE NO. 9—NOTICE OF CHANGES

Exceptions
to rules

9-A-1. (a) Except as otherwise provided, exceptions to any Rule or Rules in this Agreement will be made only by agreement, in writing, between the parties signatory hereto.

(b) Where provision is made in this agreement for exceptions or special agreements between the Management and the duly accredited representatives of the employes, agreements with respect thereto will be in writing and numbered consecutively by seniority districts, two copies of each to be furnished the General and respective Division Chairman.

Effective
date and
changes

9-A-2. This agreement shall be effective as of May 1, 1942 and will remain in full force and effect until it is changed as provided herein, or under the provisions of the Amended Railway Labor Act.

This Agreement supersedes all previous and existing Agreements covering employees of the craft or class now represented by the Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employees, except as such Agreements are continued in effect by specific provision therefor in this Agreement or in Supplemental Agreement "A."

Should either party to this Agreement desire to revise or modify rules contained herein, written advance notice containing the proposed changes shall be given, and the first conference shall be held within thirty days from date of notice. Further conferences, if necessary, shall be held as promptly as possible and in accordance with the provisions of the Amended Railway Labor Act.

Pending final settlement of any dispute these Rules shall remain in full force and effect.

THE PENNSYLVANIA RAILROAD COMPANY

By: *L. B. Higgins*
General Manager, Eastern Region.

J. White
General Manager, Central Region.

H. H. Hancock
General Manager, Western Region.

J. A. Appleton
General Manager, New York Zone

T. G. Gurnshaw
Works Manager, Altoona Works

E. Hart
Deputy Comptroller

E. S. Nelson
Freight Traffic Manager, Eastern Region.

H. C. Oliver
Freight Traffic Manager, Central Region.

CLERICAL, OTHER OFFICE, STATION
AND STOREHOUSE EMPLOYEES OF THE
PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN.

By: BROTHERHOOD OF RAILWAY AND
STEAMSHIP CLERKS, FREIGHT
HANDLERS, EXPRESS AND STATION
EMPLOYEES.

By: *Wm. J. Jones*
General Chairman.

E. R. Kershaw
Senior Vice General Chairman.

C. H. Bruceland
General Secretary-Treasurer.

G. M. Hill
Vice General Chairman.

M. C. Leeburn
Vice General Chairman.

(Continued on next page)

W R. Cox
Freight Traffic Manager, Western Region.

W W. Furbly Jr
Freight Traffic Manager, New York Zone.

A J. W. Jurn
General Passenger Agent, Eastern Region.

Alan B Smith
General Passenger Agent, Central Region.

C E. McCullough
General Passenger Agent, Western Region.

C. Y. Cunningham
General Passenger Agent, New York Zone.

A. J. Tucker
Freight Claim Agent.

R. Richard
Supr. of Motive Power Expenditures

J. B. Boring
General Foreman M.C.B. Clearing House.

J. P. Pheasant
Supt. Car Service Department.

E. H. Beane
Acting Superintendent.

E. H. Beane
General Purchasing Agent.

C. B. Hall
Stores Manager.

S. J. Russell
General Real Estate Agent.

J. F. Fung
General Supt. Dining Car Service.

J. J. J. J. J.
Secretary.

Philadelphia, Pa.
April 15, 1942.

APPENDIX A

Seniority districts established in the System General Office Departments, the Regional and Zone General Offices and at Altoona Works

SYSTEM GENERAL OFFICE DEPARTMENTS

- A. Accounting Department, Offices of Ticket Receivers and Accounting Bureaus.
 - (1) Accounting Department—System General Office
 - (2) Ticket Receivers' Offices
 - (3) Accounting Bureaus
- B. Office of Superintendent Relief and Pension Departments, and Employes Provident and Loan Association.
- C. Office of Superintendent Car Service.
- D. Office of Supervisor Motive Power Expenditures.
- E. Department of Master Car Builders Clearing House.
- F. Freight Claim Department, including District Freight Claim Offices.
- G. Real Estate Department.
- H. Purchasing Department.
- I. Stores Department, including Office of Stationary Storekeeper, Pittsburgh, Pa.
- J. Dining Car Department.

GROUP NO. 1

District No. 1—General Office at Long Island City, N. Y., and the offices of the Dining Car Department at Philadelphia, Harrisburg, Altoona, Pittsburgh, Pa., and Washington, D. C.

District No. 2—Office of the Assistant Superintendent Dining Car Service, Chicago, Ill., and offices of the Dining Car Department between Chicago, Ill., inclusive, and Pittsburgh, Pa., exclusive.

District No. 3—Office of the Assistant Superintendent Dining Car Service, Columbus, Ohio, and offices of the Dining Car Department between St. Louis, Mo., inclusive, and Pittsburgh, Pa., exclusive.

District No. 4—Commissary at Long Island City, N. Y.

GROUP NO. 2

District No. 1—Commissary at Long Island City, N. Y., and the territory between New York, N. Y., and Pittsburgh, Pa., inclusive.

District No. 2—Territory between Chicago, Ill., inclusive, and Pittsburgh, Pa., exclusive.

District No. 3—Territory between St. Louis, Mo., inclusive, and Pittsburgh, Pa., exclusive.

K. Secretary's Department.

GROUP NO. 2

Seniority District No. 1—Gang Leaders and Assistant Gang Leaders.

Elevator Dispatchers.

Elevator Dispatchers and Attendants.

Watchmen.

Elevator Attendants (Broad Street Station and General Office Annex).

Post Office Attendants.

Building Attendants (Broad Street Station and General Office Annex).

Seniority District No. 2—Elevator Operators (Broad Street Station Building).

Cleaners.

Laborers (Broad Street Station Building).

Seniority District No. 3—Gang Leaders—Salvage and Storage Plant.

Salvage and Storage Plant Attendants.

Truck Drivers—Attendants.

Seniority District No. 4—Supervising Telephone Operators.

Telephone Operators.

Telephone Attendants.

Seniority District No. 5—Matrons.

L. Traffic Department.

There shall be eight (8) separate seniority districts in the Traffic Department, i.e., one seniority district for each Regional Freight Traffic Department jurisdiction, one seniority district for each Regional Passenger Traffic Department jurisdiction, one seniority district for the Freight Traffic Department jurisdiction of the New York Zone and one seniority district for the Passenger Traffic Department jurisdiction of the New York Zone, and separate seniority will prevail in each of these districts. The Off-Line Offices of the Freight Traffic and Passenger Traffic Departments will be included in the seniority district to which they are assigned, excepting that the Off-Line Offices of the Freight Traffic Department reporting to the Western Freight Traffic Manager will be included in the seniority district of the Freight Traffic Manager at Chicago.

M. Regional, Zone, and Altoona Works General Office.

There shall be a separate seniority district for each of the following Regional and Zone General Offices and at Altoona Works, except as otherwise indicated:

Eastern Region

GROUP NO. 1

Office of General Superintendent Motive Power.

Office of Chief Engineer—M. of W.

Offices of Superintendents Passenger and Freight Transportation and Superintendent Stations and Transfers—(One District).

Office of Supervisor Regional Expenditures.

Central Region

GROUP No. 1

Office of General Superintendent Motive Power.

Office of Chief Engineer—M. of W.

Office of Superintendent Passenger Transportation.

Office of Superintendent Freight Transportation.

Office of Supervisor Regional Expenditures.

Office of Superintendent Stations and Transfers.

GROUP No. 2

Office of Chief Engineer—M. of W.

Western Region

GROUP No. 1

Office of General Superintendent Motive Power.

Office of Chief Engineer—M. of W.

Office of Superintendent Passenger Transportation and Superintendent Freight Transportation (One District).

Office of Supervisor Regional Expenditures.

Office of Supervisor Divisional Expenditures.

Office of Superintendent Stations and Transfers.

GROUP No. 2

Offices of Superintendent Passenger Transportation and Superintendent Freight Transportation. (One District.)

New York Zone

Offices of General Superintendent Motive Power, Chief Engineer M. of W., Superintendent Passenger Transportation, Superintendent Freight Transportation, Superintendent Stations and Transfers,

Supervisor of Expenditures, Superintendent of
Floating Equipment, Reporting Storekeeper—
(One District).

Ticket Offices, Pennsylvania Station, New York,
N. Y.

Reservation Bureau, Pennsylvania Station, New
York, N. Y.

Altoona Works

GROUP No. 1

Works Manager's Office.

Supervisor of Expenditures.

Works Storekeeper.

GROUP No. 2

Telephone Exchange.

Shop Watchmen.

THE PENNSYLVANIA RAILROAD COMPANY

SUPPLEMENTAL AGREEMENT "A"

ENTERED INTO BY AND BETWEEN

**THE PENNSYLVANIA RAILROAD COMPANY
AND**

**CLERICAL, OTHER OFFICE, STATION AND
STOREHOUSE EMPLOYES OF
THE PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN**

REPRESENTED BY

**BROTHERHOOD OF RAILWAY AND
STEAMSHIP CLERKS, FREIGHT HANDLERS,
EXPRESS AND STATION EMPLOYES**

EFFECTIVE MAY 1, 1942

THE PENNSYLVANIA RAILROAD COMPANY

**SUPPLEMENTAL AGREEMENT "A"
ENTERED INTO BY AND BETWEEN
THE PENNSYLVANIA RAILROAD COMPANY
AND**

**CLERICAL, OTHER OFFICE, STATION AND STOREHOUSE
EMPLOYES OF**

**THE PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN**

REPRESENTED BY

**BROTHERHOOD OF RAILWAY AND STEAMSHIP CLERKS,
FREIGHT HANDLERS, EXPRESS AND STATION EMPLOYES
EFFECTIVE MAY 1, 1942**

This is a supplemental agreement by and between The Pennsylvania Railroad Company, on the one hand, and its employees of the classifications set forth in the Agreement dated April 15, 1942, effective May 1, 1942, and designated "Master Agreement entered into by and between The Pennsylvania Railroad Company and Clerical, Other Office, Station and Storehouse Employees of The Pennsylvania Railroad Company designated herein represented by Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employees," (hereinafter referred to as the Master Agreement), as represented by the Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employees, on the other hand. This supplemental agreement has for its purpose the designation of the offices, departments, positions, work and employees which shall not be subject to some or all of the provisions of the aforesaid Master Agreement and the designation of the provisions of the said Master Agreement to which they shall not be subject. This Agreement also contains certain miscellaneous provisions containing amendments, limitations, modifications, or explanations of the said Master Agreement. This is the Supplemental Agreement "A" referred to under the

term "EXCEPTIONS" in the Master Agreement.

This Supplemental Agreement is intended to be, and is, made a part of the said Master Agreement with the same force and effect as though it were fully set forth therein.

It is understood and agreed as follows :

1. The following positions and individuals are excepted from all of the provisions of the Master Agreement :

A. No individual who is paid varying amounts for special service which takes only a portion of his time from outside employment or business is subject to any of the provisions of the Master Agreement.

B. Emergency or Curbstone Forces—individuals who are temporarily used for short periods of service, for which regularly assigned or extra employes are not available, will not be subject to the Master Agreement until they have worked after May 1, 1942, a total of five hundred hours in a calendar year. After such employes have worked five hundred hours within one calendar year, their seniority will date from the day on which they performed the first of the five hundred hours worked.

C. No position or individual in any of the following Executive Offices or Departments shall be subject to any of the provisions of the Master Agreement :

Office of President—Philadelphia, Pa., and New York, N. Y.

Office of Vice President—Assistant to President
Publicity Department

Office of Vice President—Operation

Office of Chief of Motive Power

Office of Electrical Engineer

Office of Mechanical Engineer

Office of General Shop Inspector

Office of Chief Chemist

Office of Engineer of Tests

Offices
positions
and
individuals
excepted
from all
provisions
of the
master
agreement

- Office of Chief Engineer
 - Office of Electrical Engineer
 - Office of Chief Engineer, Eastern Region
 - Office of Chief Engineer, Central Region
 - Office of Chief Engineer, Western Region
 - Office of Chief Engineer, New York Zone
- Office of Chief of Freight Transportation
 - Office of General Superintendent, Telegraph
 - Office of General Superintendent, Stations and Transfers
 - Office of Superintendent of Motor Service
- Office of Chief of Passenger Transportation
- Office of Chief of Personnel
 - Office of Superintendent of Safety
- Office of Vice President—Traffic
 - Office of General Traffic Manager
 - Office of Assistant General Traffic Manager
 - Office of Assistants to the General Traffic Manager
 - Office of Assistant General Freight Agent (System)
 - Office of Passenger Traffic Manager
 - Office of General Passenger Agent (System)
 - Office of Assistant General Passenger Agents (System)
 - Office of Coal Traffic Manager
 - Office of Assistant Coal Traffic Manager
 - Office of Foreign Freight Traffic Manager
 - Office of Manager of Express Traffic
 - Office of Milk Traffic Agent
- Office of Vice President—Real Estate, Purchases and Insurance
 - Office of General Purchasing Agent, Fuel Purchasing Agent, and Assistant Purchasing Agent, Chicago, Ill.
 - Office of Stores Manager
 - Office of General Real Estate Agent
 - Office of Manager, Insurance Department

Office of Vice President—Comptroller

Office of Deputy Comptroller

Valuation Department

Office of Vice President—Finance and Corporate Relations

Office of Treasurer—Philadelphia, Pa., and New York, N. Y.

Office of Secretary—Philadelphia, Pa., and New York, N. Y.

Legal Department including Claim Department

Office of Vice President—Eastern Region

Office of Vice President—Central Region

Office of Vice President—Western Region

Office of Vice President—New York Zone

Office of Resident Vice President

Offices and departments in which no position or employee is subject to certain provisions of the master agreement

II. Offices and Departments in which no position or employee is subject to certain provisions of the Master Agreement:

A. No position or employee in the following System General Office Departments:

(1) Accounting Department, including Ticket Receiver's Offices and Accounting Bureaus.

(2) Relief and Pension Departments and Employees' Provident and Loan Association.

(3) Car Service Department.

(4) Office of Supervisor of Motive Power Expenditures.

(5) Department of Master Car Builders' Clearing House.

(6) Freight Claim Department, including District Freight Claim Offices.

(7) Real Estate Department.

(8) Purchasing Department.

(9) Stores Department.

(10) Traffic Department, including Regional, Divisional, District, other similar offices and City Ticket Offices.

(11) Group 2 under the jurisdiction of the Secretary shall be subject in any respect to the following provisions of the Master Agreement:

2-A-5	4-A-1 (d)	5-C-1	8-A-1
2-A-9	4-A-1 (e)		8-C-1
2-A-10	4-A-5		
3-A-1 (c)	4-A-6 (d)		
3-C-1 (c)	4-A-6 (e)		
3-D-1 (b)	4-A-7		
3-E-2	4-A-8		
3-E-3 (b) (1)	4-A-9		
3-E-3 (b) (2)	4-E-2 (a)		
3-E-3 (b) (3)	4-G-1		
3-E-4	4-G-2		
3-G-1			
3-H-1			

B. No position or employe in the following System General Office Departments shall be subject to Rule 3-C-2 (b)-(c)-(d) of the Master Agreement:

Accounting Department, including Ticket Receiver's
 Offices and Accounting Bureaus
 Relief and Pension Departments and Employes'
 Provident and Loan Association
 Car Service Department
 Office of Supervisor, Motive Power Expenditures
 Freight Claim Department, including District Freight
 Claim Offices
 Purchasing Department

Positions
and em-
ployes in
certain
system
offices not
subject to
rule 3-C-2
(b) (c)
(d) of the
master
agreement

C. No position or employe in the Dining Car Department shall be subject in any respect to the following provisions of the Master Agreement:

2-A-9	4-A-1 (d)
2-A-10	4-E-2 (a)
3-D-1 (b)	4-G-2
	8-C-1

Positions
and em-
ployes in
the dining
car dep't
excepted
from cer-
tain rules
of the
master
agreement

Positions
and em-
ployes in
group 2
secretary's
dep't ex-
cepted
from cer-
tain rules
of the
master
agreement

D. No position or employee in Group 2 under the jurisdiction of the Secretary shall be subject to the provisions of Rules 2-A-5 and 4-A-2 of the Master Agreement.

Positions
and em-
ployes ex-
cepted
from cer-
tain rules
of the
master
agreement

III. Positions and employees excepted from certain rules of the Master Agreement:

1. SYSTEM GENERAL OFFICES.

A. The following Rules of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto:

2-A-1	3-C-1	4-A-1	5-A-1	7-A-2)	That por-	9-A-1 (b)
2-A-2	3-C-3	4-A-2		7-B-1)	tion of the	
2-A-3		4-A-3			Rule that permits	
2-A-6		4-A-4			presentation of a	
		4-A-6			claim by other	
		4-B-1			than the individ-	
		4-C-1			ual employee in-	
		4-D-1			involved.	
		4-E-1				
		4-E-2				
		4-F-1				

(1) Accounting Department, including Ticket Receiver's Offices and Accounting Bureaus:

- General Accountant
- Chief Accountant
- Depreciation Accountant
- Assistant Depreciation Accountant
- Chief Statistician
- Statistician
- Assistant Statistician
- Chief Bookkeeper
- Assistant Chief Bookkeeper

Tax Accountant
 Assistant Tax Accountant
 Chief Traveling Auditor
 Assistant Chief Traveling Auditor
 Chief Supervisor of Inventories
 Chief of Contract Bureau
 Assistant Chief of Contract Bureau
 Chief Clerk
 Assistant Chief Clerk
 Chief Supervisor-Accounting Bureaus
 Custodian of Records
 Special Accountant
 Special Agent
 Traveling Accountant
 Traveling Auditor
 Assistant Traveling Auditor
 Assistant to Traveling Auditor
 Accountant
 Chief Revision Clerk
 Chief Claim Clerk
 Chief Abstracting Clerk
 Chief Percentage and Division Clerk
 Chief Division Clerk
 Chief Mail Clerk
 Ticket Receiver
 Assistant Ticket Receiver
 Supervisor
 Assistant Supervisor
 Head Clerk
 Assistant Head Clerk (exercising supervision)
 Bookkeeper
 Revenue Clerk
 Remittance Clerk
 Expense Clerk
 Supervisor—Welfare
 Clerk to Traveling Auditor
 Special Apprentice

(2) Relief and Pension Departments and Employes' Provident and Loan Association:

Chief Clerk

Assistant Chief Clerk

Head Clerk

Accountant

Supervisor

Instructor

Clerk in Charge—Mortgage and Personal Loans

Clerks in Medical Examiner's Offices

(3) Car Service Department:

Chief Clerk

Assistant Chief Clerk

Supervisors

Assistant Supervisors

Special Clerk

(4) Office Supervisor of Motive Power Expenditures:

Chief Clerk

Assistant Chief Clerk

Clerk—Special Clerk, Pullman Contract, etc.

Clerk—Special Clerk, Machinery Survey

Clerk—Lead Clerk, Freight Car Bureau

Clerk—Lead Clerk, R. & E. and Machinery Bureau

Clerk—Lead Clerk, Statistical Bureau

Clerk—Lead Clerk, Cost Bureau

(5) Department of Master Car Builders' Clearing House:

Chief Clerk

Inspectors

Clerk—Head Clerk, Settlements for destroyed foreign and private line cars, disposition of such cars badly damaged, repair materials, etc.

Clerk—Assistant Head Clerk, Settlements for P. R. R. cars destroyed on foreign lines, disposition of such cars badly damaged, repair materials, etc.

Clerk—Head Clerk, Correspondence with foreign car owners and shops, on Receivable and Payable Freight Car Repair Bills

(6) Freight Claim Department, including District Freight Claim Offices:

Chief Clerk
 Assistant Chief Clerk
 Chief, Claims Investigation Bureau
 Chief, Litigation Claim Bureau
 Chief Claim Clerk
 Chief Investigators
 Assistant Chief Investigators
 Accountant
 Assistant Accountant
 Freight Claim Adjusters
 Clerk in Charge—Entry and Records
 Clerks, Litigation Claim Bureau

(7) Real Estate Department:

Cashier
 Collector
 Chief Clerk
 Real Estate Representative
 Supervisor
 Agents—Tax, Rental, Right of Way

(8) Purchasing Department:

Office Manager
 Assistant Office Manager
 Chief Clerk
 Clerk in Charge
 Commissary Buyer
 Freight Clerk
 General Supervisor
 Requisition Markers
 Sales Agent
 Special Agent
 Statistician
 Supervisor

- (9) Stores Department:
- Office Manager
 - Head Stockbook Inspector
 - Supervisor Service Bureau
 - Assistant Supervisor Service Bureau
 - Catalog Inspectors
 - Chief Material Supervisor
 - Assistant Chief Material Supervisor
 - General Material Supervisor
 - Material Supervisor
 - Supervisor of Procurement
 - Supervisor of Timber
 - Stockmen
 - Stationery Storekeeper

B. The following rules of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto:

2-A-1	4-A-6	7-A-2)	That portion of the
2-A-2	4-A-7	7-B-1)	Rule that permits
2-A-3	4-A-9		presentation of a
2-A-5	4-B-1		claim by other than
2-A-6	4-C-1		the individual em-
3-C-1	4-D-1		ployee involved.
3-C-3	4-E-1	9-A-1 (b)	
4-A-1	4-E-2		
4-A-2	4-F-1		
4-A-3	4-G-1		
4-A-4	5-A-1		
4-A-5	5-C-1		

- (1) Dining Car Department:
- Chief Clerk (or Assistant Chief Clerk) to General Superintendent D. C. S.
 - Supervisor—Labor and Wages
 - Statistician

Accountant

Car Clerks

Clerk—Special Movements

Crew Supervisors

Chief Timekeeper

Chief Clerk to Assistant Superintendents

Special Car Attendant, Philadelphia, Pa.

Stockman

Dietician

Personal Stenographer to General Superintendent

Personal Stenographer to Superintendent

C. Rules 2-A-1, 2-A-2, 2-A-3 (a), 2-A-3 (b), and 3-C-1 of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto:

(1) Accounting Department, including Ticket Receiver's Offices and Accounting Bureaus:

Secretary to Officer or Assistant Officer in Charge

Personal Stenographer

General File Clerk

Tax Clerk

Traffic Clerk

Clerk—Comptroller Statistical Force

Clerk—Headquarters Forces

Clerk—Personnel Force

Clerk—General and Corporate Ledgers, Cash Books and Journals

Clerk—Tax Force

Clerk—Pullman Audit, Chicago, Ill.

Clerk—Traveling Auditor Assignments

(2) Relief and Pension Departments and Employes' Provident and Loan Association:

Assistant Head Clerk

Chief File Clerk

Assistant Supervisor

Secretary to Superintendent

Secretary to Chief Medical Examiner
 Requisition Clerk
 Statistician
 Clerk—Supervisor
 Chief Bookkeeper
 Cashier
 Assistant Accountant

(3) Car Service Department:

File Clerk
 Assistant File Clerk
 Stenographer (Secretary)
 Head Clerks

(4) Office Supervisor of Motive Power Expenditures:

Stenographer—Stenographer to Supervisor Motive
 Power Expenditures
 Clerk—Lead Clerk, Valuation Bureau
 Clerk—Lead Clerk, Locomotive Bureau
 Clerk—Lead Clerk, Passenger Cars and Work
 Equipment
 Clerk—Lead Clerk, Accounting Bureau
 Clerk—Lead Clerk, Tabulating Bureau
 Clerk—Lead Clerk, Typing Bureau
 Clerk—Budget Clerk
 Clerk—Payroll Clerk
 Clerk—File Clerk

(5) Department of Master Car Builders' Clearing
 House:

Clerk—Lead Clerk, Checking and taking excep-
 tions to bills covering repairs to P.R.R. cars on
 foreign roads
 Clerk—Lead Clerk, Pricing and checking bills cov-
 ering repairs made by P.R.R. to cars owned by
 foreign roads and private car lines
 Stenographer—Stenographer to General Foreman
 M.C.B. Clearing House

Clerk—File Clerk

Clerk—Checking and Pricing repairs to passenger equipment cars, correspondence with foreign car owners and shops, concerning same

(6) Freight Claim Department, including District Freight Claim Offices:

Clerks in Charge

Stenographer—Freight Claim Agent and Assistant

Freight Claim Agent

Stenographer—Assistant to Freight Claim Agent, Chief Clerk and Assistant Chief Clerk

(7) Real Estate Department:

File Clerk

Stenographer

(8) Purchasing Department:

Personal Stenographers

Secretaries

(9) Stores Department:

*Stockbook Inspectors

Head Hurry Clerks

Personal Stenographer

File Clerk

Secretary

Head Clerk—Stationery Storekeeper

(*) Employees now assigned to these positions shall not be displaced in exercise of seniority, but future vacancies shall be advertised. Employees to be given consideration for these positions must establish they have the basic qualifications for the jobs.

(10) Dining Car Department:

File Clerk

Stenographer to Assistant Superintendents

Stenographer to Supervisor, Labor & Wages

Clerk to Dining Car Agents

First Clerk—Accounts

First Clerk—Audits

Night Clerk at Pittsburgh, Pa., and Chicago, Ill.

D. Positions and employes in the Traffic Department:

(1) The following Rules of the Master Agreement are not applicable to the positions designated below, nor to the employes who are or may hereafter be assigned thereto, in the Traffic Department:

2-A-1	3-C-1	4-A-1	5-A-1	7-A-2)	That portion of the Rule that permits presentation of a claim by other than the individual employe involved.
2-A-2	3-C-3	4-A-2		7-B-1)	
2-A-3	3-E-1	4-A-3			
2-A-4		4-A-4			
2-A-6		4-A-6			
2-A-7		4-B-1			
2-A-8		4-C-1			
		4-D-1			
		4-E-1			
		4-E-2		9-A-1 (b).	
		4-F-1			

Positions

		All positions
Offices of Freight Traffic Managers		
“ “ Assistant Freight Traffic Managers		“
“ “ Western Freight Traffic Manager		“
“ “ Southwestern Freight Traffic Manager		“
“ “ Perishable Traffic Manager		“
“ “ General Freight Agents		“
“ “ Foreign Freight Agents		“
“ “ General Agriculture Agent		“
“ “ Industrial Agents		“
“ “ General Coal Freight Agents		“
“ “ General Coal and Ore Agent		“
“ “ General Passenger Agents		“
“ “ General Baggage Agent		“
“ “ Foreign Passenger Agent		“

In offices other than listed above :

Cadets (Special Apprentices), Chief Clerks, Assistant Chief Clerks

(2) The following Rules of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto, in the Traffic Department :

2-A-1	2-A-7
2-A-2	2-A-8
2-A-3	2-A-9
2-A-4	3-C-1
2-A-6	3-E-1

Positions

	All
Offices of Division Freight Agents	Positions
" " District Freight Agents	"
" " District Coal Agents	"
" " General Southern Freight Agent	"
" " New England Freight Agent	"
" " Canadian Freight Agent	"
" " General Mexican Agent	"
" " Freight Representative	"
" " Division Passenger Agents	"
" " District Passenger Agents	"
" " New England Passenger Agent	"
" " Canadian Passenger Agent	"
" " Traveling Passenger Agent	"
" " Passenger Representative	"
" " General Freight and Passenger Agent	"
" " District Freight & Passenger Agents	"

All positions other than Cadets (Special Apprentices), Chief Clerks, Assistant Chief Clerks

2. OFFICES UNDER THE JURISDICTION OF THE GENERAL MANAGERS, WORKS MANAGER AT ALTOONA WORKS AND GENERAL AND DIVISION SUPERINTENDENTS.

Rules of
master
agreement
not appli-
cable to
positions
which
were con-
sidered as
excepted
positions
prior to
May 1,
1942, ex-
cluding
stockmen

A. The following Rules of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto:

2-A-1	3-C-1	4-A-1	5-A-1	7-A-2)	That portion of
2-A-2	3-C-3	4-A-2	5-C-1	7-B-1)	the Rule that
2-A-3		4-A-3			permits presentation of
2-A-5		4-A-4			a claim by other than
2-A-6		4-A-5			the individual employe
2-A-10		4-A-6			involved.
		4-A-7		9-A-1 (b)	
		4-A-8			
		4-A-9			
		4-B-1			
		4-C-1			
		4-D-1			
		4-E-1			
		4-E-2			
		4-F-1			
		4-G-1			
		4-G-2			

Rules of
master
agreement
which are
not appli-
cable to
employees
and posi-
tions
which
prior to
May 1,
1942, were
designated
as "per-
sonal office
force" and
stockmen

Positions and Employees

All employees and positions which, prior to May 1, 1942, were considered "excepted," excluding stockmen.

B. Rules 2-A-1, 2-A-2, 2-A-3 (a), 2-A-3 (b) and 3-C-1, of the Master Agreement are not applicable to the positions designated below, nor to the employees who are or may hereafter be assigned thereto:

Positions and Employees

All employees and positions which, prior to May 1,

1942, were designated as "personal office force" and stockmen.

IV. MISCELLANEOUS PROVISIONS

A. The Dining Car Department.

(1) The provisions of Rules 4-A-1, 4-A-2, 4-A-5, 4-A-6, and 4-G-1, of the Master Agreement shall not apply to employes in the Dining Car Department when, for the purpose of performing Dining Car Department Operations in connection with emergency or special heavy passenger train movements, the personnel of the Dining Car Department is utilized. When an employe of the Dining Car Department is so used, he will, for the time so engaged in the performance of such emergency or special service, be compensated at the pro rata rate applicable to his regular position.

Certain rules of master agreement not applicable to dining car department employes performing service in connection with emergency or special train movements

(2) The ninety-day period specified in the first paragraph of Rule 5-B-1, within which period applications of new employes shall be approved or disapproved, shall be six months for the Dining Car Department.

Ninety day rule specified in rule 5-B-1 to be six months in dining car dep't

B. Office of Supervisor of Motive Power Expenditures.

The provisions of the Master Agreement shall not be construed as abrogating the following Agreements now in effect, covering employes in the Office of Supervisor of Motive Power Expenditures, such Agreements being continued in full force and effect:

(1) Agreement set forth in letters addressed by the Supervisor of Motive Power Expenditures to the General Chairman, dated June 3, 1937, and from the General Chairman to the Supervisor of Motive Power Expenditures, dated July 16, 1937, providing that certain positions are subject to the Regulations but that the present incumbents thereof are entitled to retain such positions.

Certain agreements in office of supervisor of motive power expenditures not abrogated by the master agreement

(2) Agreement providing for preservation of rates in effect November 1, 1936, for certain employees in the Office of Supervisor of Motive Power Expenditures—set forth in letters addressed to the General Chairman by the Supervisor of Motive Power Expenditures on November 24, 1939, and May 1, 1941, and the General Chairman's letters to the Supervisor of Motive Power Expenditures dated November 30, 1939, October 29, 1940, and August 22, 1941.

C. Relief and Pension Departments, and Employees' Provident and Loan Association.

The provisions of the Master Agreement shall not be applicable to employees in the temporary force in the Relief and Pension Departments and Employees' Provident and Loan Association engaged in the assembling of prior service record information for the Railroad Retirement Board, as required by Joint Resolution of Congress approved October 9, 1940.

D. Group 2 employees under the jurisdiction of the Secretary.

The following Rule shall apply to Group 2 employees under the jurisdiction of the Secretary in lieu of Rules 2-A-5 and 4-A-2 of the Master Agreement:

(1) Employees, whose seniority entitles them to regular employment, when required to report at regular starting time and place for a day's work and conditions prevent work being performed, will be allowed a minimum of three hours' pay at pro rata rates. If held on duty over three hours, they will be paid for the actual time so held. If required to work any part of the time held and, through no fault of their own, are released before a full day's work is performed, they will be paid not less than eight hours' pay.

(2) Nothing in the Master Agreement or in this Rule will be construed to prohibit the establishment of assignments of less than eight hours on Sunday, other assigned

Provisions of the master agreement are not applicable to temporary force in relief and pension dep'ts and employees P and L Ass'n

Rule applicable to group 2 employees in secretary's dep't in lieu of rules 2-A-5 and 4-A-2 of master agreement

day of rest, or the following legal holidays, viz., New Year's Day, Washington's Birthday, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas, or the day observed, and on other days as provided in paragraph (3) of this Rule.

(3) Paragraphs (1) and (2) of this Rule do not apply to those who are employed to take care of work not assigned to full-time positions. Employees who are required to perform such work will be paid for actual time worked or held for duty with a minimum of four hours at the pro rata rate. When an employee engaged in work covered by this paragraph is released and subsequently required to report for such work and performs service, he will be compensated for the subsequent time worked at the pro rata rate with a minimum of one hour.

Payment under paragraph (3) will be in accordance with the following examples:

EXAMPLE No. 1

Works	7:00 A.M. to 11:00 A.M.
Released	11:00 A.M. to 3:00 P.M.
Works	3:00 P.M. to 5:00 P.M.

Payment in this Example will be as follows:

7:00 A.M. to 11:00 A.M.—	4 hours pro rata
11:00 A.M. to 3:00 P.M.—	no payment
3:00 P.M. to 5:00 P.M.—	2 hours pro rata

Total	6 hours pro rata
-------------	------------------

EXAMPLE No. 2

Works	7:00 A.M. to 11:00 A.M.
Held on duty	11:00 A.M. to 12:00 Noon
Released	12:00 Noon to 3:00 P.M.
Works	3:00 P.M. to 5:00 P.M.

Payment in this Example will be as follows:

7:00 A.M. to 12:00 Noon	—5 hours pro rata
12:00 Noon to 3:00 P.M.	—No payment
3:00 P.M. to 5:00 P.M.	—2 hours pro rata

Total 7 hours pro rata

EXAMPLE No. 3

Works	7:00 A.M. to 10:00 A.M.
Released	10:00 A.M. to 3:00 P.M.
Works	3:00 P.M. to 9:00 P.M.

Payment in this Example will be as follows:

7:00 A.M. to 10:00 A.M.	—4 hours pro rata
10:00 A.M. to 3:00 P.M.	—no payment
3:00 P.M. to 8:00 P.M.	—5 hours pro rata
8:00 P.M. to 9:00 P.M.	—1 hour at time and one-half

Total 9 hours pro rata
1 hour time and one-half

Employees who are assigned to positions that require filling seven days per week will be assigned one relief day off duty in seven and if required to work on such assigned relief day will be paid at the overtime rate with a minimum of three hours at pro rata rate for two hours' work or less. Where such assigned relief day is not a Sunday or any of the seven recognized holidays, work performed on Sundays and such holidays will be paid for at *straight* time rate.

E. Traffic Department.

In the application of the Master Agreement the following special Rules shall apply with respect to the designated positions and employees in the Traffic Department:

Exception with respect to certain positions and employees in the traffic department

(1) A Traffic Department employe in training may be appointed to a vacancy in the lowest paid ticket selling position in any city ticket office for a period not to exceed one year, without regard to seniority.

(2) When a Traffic Department employe in training is assigned to a city ticket agent's office without being assigned to any existing position in such office, this will not be construed as creating a position which is subject to the advertising or seniority displacement Rules of the Agreement.

F. The following Rule shall apply to employes in the System General Office Departments named in Paragraphs numbered II-A and II-C of this Agreement in lieu of Rule 4-E-2 (a) of the Master Agreement:

Employes assigned temporarily to higher rated positions will, except when taking the place of a regularly assigned employe who is off duty (other than on vacation) under pay, receive the higher rates while occupying such positions; employes assigned temporarily to lower rated positions will not have their rates reduced. Extra employes will be compensated at the rate of the position to which temporarily assigned.

G. Rule 4-F-1 of the Master Agreement shall not have any application to, or effect upon, rates of pay or positions in the System General Office Departments named in Paragraphs numbered II-A and II-C of this Agreement until rates of pay for the positions in such Departments have been fixed by agreement between the Management and the "duly accredited representative" as that term is defined in the Master Agreement.

H. Where reference is made in Rule 4-A-2 of the Master Agreement to employes, positions or work "necessary to the continuous operation of the Carrier," the term shall be construed to include the following positions, or the employes performing the work of such positions:

Rule applicable to system general office depts. named in paragraphs II-A and II-C of this agreement in lieu of rule 4-E-2 (a) of master agreement

Positions or employes' "necessary to continuous operation of the carrier" referred to in rule 4-A-2 of master agreement

Positions or employes in or about the following facilities :

Movement or Power Bureaus
 Train Master and Assistant Train Master Offices
 Road Foreman and Assistant Road Foreman
 of Engine Offices
 Transportation Yards
 Enginehouses
 Reservation Bureaus
 Information Bureaus
 Stock Yards
 Scales
 Consolidated Billing and Accounting Bureaus
 Ore Docks
 Marine Department
 Stations—Passenger
 Piers
 Wharves—Delmarva Division
 Warehouses
 Storehouses
 Car Distribution Bureaus
 Station Master Offices
 Telephone Exchanges
 Bulletin Boards
 Oil Houses
 Lamp Rooms
 Car Tracing Bureaus
 Rest Rooms
 Export Supervisor Offices

and employes performing the work of the following classifications :

Train Riders
 Messengers
 Janitors
 Watchmen
 Train and Engine Crew Callers

Matrons

Elevator Operators

Truck Drivers

Tractor Operators

Chauffeurs

All Classifications in the Dining Car Department

Clerk, Ticket Receiver Offices

Nothing in this provision shall be construed to require the Management to establish seven-day-a-week assignments for any of the foregoing positions.

I. (1) The provisions of Rule 4-A-2 of the Master Agreement shall not be applied, for the duration of the War and for six months thereafter, to positions or employes at the following Transfer Stations or Freight Stations:

Rule
4-A-2 of
master
agreement
not app-
licable at
certain
transfer
stations
or freight
stations

New York Zone

Trenton

Jersey City

Central Region

Pitcairn Transfer

Pittsburgh—

11th St.

Buffalo

Cleveland

Erie

Eastern Region

Wilkes-Barre

Williamsport

Harrisburg

Norfolk

York

Baltimore—

(President Station)

Philadelphia Transfer

Philadelphia—Federal St.

South Philadelphia

Western Region

Chicago—Polk St.

Fort Wayne

Grand Rapids

E. St. Louis

Indianapolis

Louisville

Columbus

Cincinnati

and such other Stations as are agreed upon from time to time as involving operation on Sundays and holidays,

it being the intention of the parties that all Stations where freight is, or shall be transferred on Sundays shall be subject to the same exception from the provisions of Rule 4-A-2.

(2) For the duration of the War and for six months thereafter, the following Rule shall apply to positions and employes at the Transfer Stations and Freight Stations set forth in the foregoing list, and at such other Stations as are subsequently agreed upon:

Work performed on Sundays and the following legal holidays; viz., New Year's Day, Washington's Birthday, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas, or the day observed, will be paid for at time and one-half, with a minimum of three hours at pro rata rate for two hours' work or less, except—

(a) Employes who are assigned to positions that require filling seven days per week will be assigned one relief day off duty in seven and if required to work on such regular assigned relief day will be paid at the overtime rate with a minimum of three hours at pro rata rate for two hours' work or less. Where such assigned relief day is not a Sunday or any of the seven holidays enumerated above, work performed on Sundays and such holidays will be paid for at straight time rate.

(b) Employes assigned to work six-day positions will be paid straight time rate when required on other than their regular assigned relief days to fill the place of employes designated in Exception (a).

Employes paid on tonnage or piecework basis will not be paid less, under this Rule, than they would receive on the basis of the specified tonnage or piecework rate.

This Rule does not apply to those who are employed to take care of fluctuating work which cannot be handled by the regular force.

J. The following rates of pay will apply to clerical positions and clerical employees under the jurisdiction of General Managers and Works Manager, Altoona Works:

(1) A rate, not less than \$105.40 per month, is applicable to clerical employees who have had less than six months' accumulated service in clerical positions coming within the Scope of Group 1 of the Master Agreement.

(2) A rate, not less than the "Full" rate minus \$19.00 per month, is applicable to clerical employees who have had six months' and less than one year's accumulated service in clerical positions coming within the Scope of Group 1 of the Master Agreement, and who are retained in the service.

(3) The "Full" rate of a clerical position (which shall not be less than \$144.60 per month) is applicable to clerical employees who have had one year's accumulated service in clerical positions coming within the Scope of Group 1 of the Master Agreement, and who are retained in the service.

Nothing in the foregoing paragraphs (1), (2) and (3) shall apply to positions or employees of the System General Office.

K. (1) The questionnaire method of determining rates of pay for clerical positions, where now in effect, will be continued as a provision of the Master Agreement, subject to change in accordance with the provisions of Rule 9-A-1 thereof.

(2) In offices or departments where no agreed-upon method of computing rates is in effect, rates for new positions shall be established by agreement between the Management and the General Chairman.

Nothing in the foregoing paragraphs (1) and (2) shall apply to positions or employees of the System General Office.

Rates of pay applicable to clerical positions and clerical employees under the jurisdiction of general managers and works manager

Questionnaire method of determining rates of pay for clerical positions

Certain agreements entered into under the clerical and miscellaneous forces' schedules of regulations to remain in force under master agreement pending review

L. The second paragraph of Rule 9-A-2 of the Master Agreement shall not be construed as canceling agreements entered into under the provisions of the following Agreements pending review thereof by the parties:

"Schedule of Regulations for the Government of Clerical Employes under the jurisdiction of Division and General Superintendents, General Managers, Works Manager at Altoona Works, and Telephone Operators at Altoona Works—Effective May 16, 1935."

"Schedule of Regulations for the Government of Miscellaneous Forces' Employes under the jurisdiction of General and Division Superintendents and at Altoona Works—Effective February 16, 1935."

Effective date of and notice of desire to revise or modify rules contained in supplemental agreement

M. This Agreement shall be effective as of May 1, 1942, and will remain in full force and effect until it is changed as provided herein, or under the provisions of the Amended Railway Labor Act.

Should either party to the Agreement desire to revise or modify Rules contained in this Supplemental Agreement, written advance notice containing the proposed changes shall be given, and the first conference shall be held within thirty days from date of notice.

Further conferences, if necessary, shall be held as promptly as possible and in accordance with the provisions of the Amended Railway Labor Act.

Pending final settlement of any dispute these Rules shall remain in full force and effect.

THE PENNSYLVANIA RAILROAD COMPANY

By: *H. L. Higgins*
General Manager, Eastern Region.

Jewell
General Manager, Central Region.

H. H. Hancock
General Manager, Western Region.

T. A. Appleton
General Manager, New York Zone.

T. G. Greenhaw
Works Manager, Altoona Works

E. Marc
Deputy Comptroller.

E. S. Nelson
Freight Traffic Manager, Eastern Region.

H. C. Olm
Freight Traffic Manager, Central Region.

W. R. Cox
Freight Traffic Manager, Western Region.

W. W. Eudy, Jr.
Freight Traffic Manager, New York Zone.

A. D. Quinn
General Passenger Agent, Eastern Region.

Alan B. Smith
General Passenger Agent, Central Region.

CLERICAL, OTHER OFFICE, STATION AND STOREHOUSE EMPLOYEES OF THE PENNSYLVANIA RAILROAD COMPANY DESIGNATED HEREIN.

By: BROTHERHOOD OF RAILWAY AND STEAMSHIP CLERKS, FREIGHT HANDLERS, EXPRESS AND STATION EMPLOYEES.

By: *Arthur*
General Chairman.

G. R. Kershaw
Senior Vice General Chairman.

E. R. Bruleant
General Secretary-Treasurer

G. M. Hill
Vice General Chairman.

M. R. Kenney
Vice General Chairman.

(Continued on next page)

C. E. McCullough
General Passenger Agent, Western Region.

C. Y. Remington
General Passenger Agent, New York Zone.

A. P. McKee
Freight Claim Agent

J. B. McKee
Supr. of Motive Power Expenditures.

J. B. McKee
General Foreman, M. C. E. Clearing House.

J. B. McKee
Supt. Car Service Department.

E. H. Pearson
Acting Superintendent

E. H. Pearson
General Purchasing Agent.

C. B. Hall
Stores Manager.

E. A. Russell
General Real Estate Agent.

J. F. Franigan
General Supt. Dining Car Service.

J. Dancy Green
Secretary.

Philadelphia, Pa
April 15, 1942.

THE PENNSYLVANIA RAILROAD COMPANY

AGREEMENT

**ENTERED INTO BY AND BETWEEN
THE PENNSYLVANIA RAILROAD COMPANY
AND
CLERICAL, OTHER OFFICE, STATION AND
STOREHOUSE EMPLOYES OF
THE PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN**

**REPRESENTED BY
BROTHERHOOD OF RAILWAY AND
STEAMSHIP CLERKS, FREIGHT HANDLERS,
EXPRESS AND STATION EMPLOYES
FIXING RATES OF PAY AND
GRADATION OF WORK**

**APPLICABLE IN
ACCOUNTING DEPARTMENT, INCLUDING
TICKET RECEIVERS' OFFICES
AND ACCOUNTING BUREAUS**

EFFECTIVE MAY 1, 1942

THE PENNSYLVANIA RAILROAD COMPANY

**AGREEMENT
ENTERED INTO BY AND BETWEEN
THE PENNSYLVANIA RAILROAD COMPANY
AND
CLERICAL, OTHER OFFICE, STATION AND STOREHOUSE
EMPLOYES OF
THE PENNSYLVANIA RAILROAD COMPANY
DESIGNATED HEREIN
REPRESENTED BY
BROTHERHOOD OF RAILWAY AND STEAMSHIP CLERKS,
FREIGHT HANDLERS, EXPRESS AND STATION EMPLOYES
FIXING RATES OF PAY AND GRADATION OF WORK
APPLICABLE IN
ACCOUNTING DEPARTMENT, INCLUDING TICKET
RECEIVERS' OFFICES AND ACCOUNTING BUREAUS
EFFECTIVE MAY 1, 1942**

1. It is hereby agreed by and between The Pennsylvania Railroad Company and its employes of the classifications herein set forth, represented by the Brotherhood of Railway and Steamship Clerks, Freight Handlers, Express and Station Employes, that the following rates of pay and gradation of work shall apply to the said employes performing such graded work in the Accounting Department, including Ticket Receiver's Offices and Accounting Bureaus of the Pennsylvania Railroad Company.

RATES OF PAY

Clerical employes performing the work graded below, under the heading "Gradation of Work" in the aforesaid System General Office Department shall, upon entering service, be paid not less than \$93.85 per month for the first year of service and \$105.00 per month for the second year of service. After two years of service such employes shall be paid the grade rate of the position to which assigned.

GRADE RATES

Grade A—	\$210.00
Grade B—	190.00
Grade C—	170.00
Grade D—	150.00
Grade E—	135.00
Grade F—	125.00
Grade G—	115.00

INCUMBENT RATES

2. (a) An employe who, on the effective date of this agreement, is receiving a rate of pay in excess of that provided for in the preceding section of this agreement for the grade of work performed by said employe, shall continue to receive such higher rate as an "incumbent" rate on the basis of the principles set forth in the following examples:

Example No. 1.—Employe No. 1 is assigned to a Grade A position on the effective date of this Agreement and is receiving the maximum Grade A rate of \$220.60. Subsequent to the effective date of this Agreement Employe No. 1, in a reduction in force and not for cause, is reduced to a Grade B position. This employe upon being reduced from Grade A to Grade B will continue to be paid the \$220.60 rate. If Employe No. 1 had been reduced from Grade A to Grade B for cause, the Grade B rate would be applied.

Example No. 2.—Employe No. 2 is assigned to a Grade B position on the effective date of this Agreement and is receiving the rate of \$198.10. Subsequent to the effective date of this Agreement Employe No. 2 is transferred to a Grade A position at a rate of \$210.00 per month. Sometime thereafter Employe No. 2 in a reduction in force, is returned to a Grade B position. Upon being reduced to the Grade B position, Employe No. 2 will be paid the \$198.10 rate.

Example No. 3.—Employee No. 3 is assigned to a Grade C position on the effective date of this Agreement but is being paid a rate equal to or in excess of the Grade A rate. In the event Employee No. 3 thereafter fails to bid for or to accept assignment to a Grade A or Grade B position, when afforded the opportunity to do so, the incumbent rate will no longer apply but Employee No. 3 thereafter will be paid the rate applicable to the grade in which he is employed.

The advertising or seniority rules of the Master Agreement will not be construed as prohibiting the assignment of the senior employee working in a lower grade who is receiving an incumbent rate to a position in a higher grade in accordance with the principles of the foregoing paragraph hereof.

Example No. 4.—Employee No. 4 is assigned to a Grade A position on the effective date of this agreement and is receiving the maximum Grade A rate of \$220.60. Subsequent to the effective date of this agreement employee No. 4 bids for and is awarded a Grade C position. The incumbent rate of \$220.60 will no longer apply but Employee No. 4 will be paid the \$170.00 rate.

(b) The payment in the past of any rates higher than the grade rate then in existence or higher than the grade rates provided for in Section 1 of this agreement, shall not be construed as having established a precedent, practice, or basis for a claim entitling anyone, other than the present incumbents under the foregoing conditions, to receive the payment hereafter of any rate of pay higher than the rate fixed by Section 1 hereof for the grade of work performed.

3. When the duties assigned to a position include work in two or more separate grades the rate of pay for such position shall be based upon the proportionate amount of time engaged in the performance of the work of each grade based upon a 30-day time study.

4. If a class of work has not been graded, or a new

character of work arises, the Management shall promptly determine a grade therefor, subject to subsequent agreement with the *General Chairman* as soon as possible.

GRADATION OF WORK

5. The items of work included in Grades A to G inclusive, in the System General Office Department hereinbefore named, shall be as follows:

The items of work listed in the various grades include the dictating and/or preparing correspondence (exclusive of typing) incident to such items.

Grade "A"

AUDITING

Division Passenger Agents' Accounts—Balancing chargeable—Distributing to accounts and applying to advance deposits
 Treasurer's receipts and disbursements
 Insurance, trust and other funds
 Refrigeration bills and reports
 Rents receivable
 Securities in possession of Treasurer
 Agents' balance sheets
 Uncollectible Railway revenues
 Agency relief items and unsettled bills
 Traveling Auditors' reports—checking remittances and balances against report of agency balances
 Contingent payment accounts—reimbursement bills
 Accounts payable bills—Registering—Determination of amount
 Road and equipment expenditures
 Material invoices—Original distribution
 Payrolls—Original audit and distribution
 Transfer bills

Accounts receivable bills (General Office)
 Monthly exhibits
 Accounting Department bills
 Bills account special train and tour movements
 Percentages on foreign roads' abstracts
 Previous issue exchanged ticket cases—including
 Readjustment of Revenue
 Agents' Interline and foreign carriers' reports of
 milk and cream shipments
 Adjustments of Revenue account of foreign car-
 riers' tickets exchanged—Preparation of non-
 revenue reports—Notification of other roads
 Claims of foreign carriers for correct proportions
 of passenger fares, etc.
 Water Companies' Accounts
 Audit and analysis of revenue from foreign car-
 riers' reports of interline passenger traffic
 Proportion of passenger fares, etc., reported by
 foreign lines
 Determining fares and divisions applicable to
 U. S. Government transportation
 Special train and car movements and irregu-
 larities
 Verifying foreign road freight summaries
 Investigation of I. & C. bills, journals and cash
 sheets
 Balancing claim abstracts—Loss and damage
 and overcharge
 Consolidation of various classes of Revenue to
 arrive at Agents' Net Chargeable
 Vouchers—Issued and Paid—Balancing out-
 standing
 Preparing data for settlements under contracts
 Demurrage—Straight, average, tidewater and
 lake
 Contracts—Contract Bureau

BOOKKEEPING

Ledgers and Exhibits, P.R.S.L.
 Clearing Account—Detail and balance
 Clearing Account—Detail and balance—Freight
 Auditors control
 Uncollectible transportation charges
 Liability and other Departmental Accounts
 records
 Road and Equipment
 General and Corporate ledgers, cash books and
 journals
 Individuals and Companies ledgers
 Clearing Account ledgers
 Invoices and Accounts Payable Bills—Recording
 Preparation of journal entries
 Reimbursement account siding ledger
 Posting and balancing ledgers—Disbursements
 Depreciation and Amortization

STATISTICS AND REPORTS

Budgets—P.R.S.L.
 Maintaining control sheet and preparing monthly
 summary of operations for Government freight
 Operating statistics
 Special data required by executives
 Newspaper Statements
 Operating revenues
 Operating expenses
 Income, profit and loss, and general balance
 sheet statements
 Branch Roads
 Data for publication
 Valuation Completion Reports
 Abandoned property values
 Federal, State and other Commissions—Re-
 ports to
 Annual Reports to Stockholders

Payments to Associations, etc.

Trackage

Contract data—Final—(Contract Bureau)

Property Retirement

Budgets—Fixed Charges

Security applications—Preparation of original data

CLAIMS

Refrigeration

Demurrage

Investigation of unsettled bills in hands of Legal Department

Overcharge—Government transportation

Grain Doors

Freight—rating

Freight—investigation and settlement

Freight—reclamation

Freight—recharges

Freight—reparation

Milk and Cream

Passenger Service

REVISION

Land Grant—freight

Land Grant—passenger

Charges on waybills and corrections

Statements of differences

FILING

Correspondence—General (Comptroller's Decimal File Series)

CLERICAL WORK NOT CLASSIFIED

Retracing and following up for final conclusion
unreported forwarded waybills

Preparation of Freight correction accounts

Percentaging abstracts of freight waybills

Through billing arrangements

Tracing and following up forwarded statements
 of differences to a conclusion and handling
 tracers from other carriers to a conclusion
 Making divisions of passenger fares, etc., re-
 ported by Agents
 Fidelity bonding of employes
 Originating A.D. 80 and related work
 Briefing agreements
 Abandonments—Preparation of cases
 Road to road percent studies
 Analyzing ICC Dockets and other publications
 and preparing decisions
 Investigating and adjusting Government suspen-
 sions and claims
 Checking Bus and Trucking Contracts (Con-
 tract Bureau)
 Train Earnings—summarization and comparison
 Securities—cost of
 Analyzing and preparing data for preheaded ab-
 stracts
 Depreciation Studies
 Cashier — Office Operation — Sleeping Car
 Tables and Duties of Ticket Receiver Office
 —P.R.R.
 Correspondence and adjustment of Interline
 Freight and Passenger Accounts
 Completion and rendering of Interline Freight
 and Passenger Accounts
 Conductors' reports—Investigating notations,
 collections and Police cases—wrecked trains

Grade "B"

AUDITING

Demurrage reports and checking Agents debits
 against A.D. 5773
 Local ticket reports—Checking enclosures
 against reports

Local monthly reports of tickets and miscellaneous sales
 Ticket stock records
 Balancing A.D. 5773—Interline switching report
 Checking local fares, milk rates, baggage and miscellaneous charges
 Balancing Distribution Sheet against Agents' chargeable
 Auditing and balancing outstanding Pay Orders, Pay Drafts and Unclaimed Wages accounts
 Bank statements
 Credit and Charge letters
 Railway Express Agency, Inc.—Off-Line charges
 Government Transportation
 Agents' Remittances
 Material Invoices—Preparing Accounts Payable Forms
 Payrolls—Reconciliation with monthly exhibit
 Contingent Payment Checks
 Bills rendered by transfer companies
 Audit of Agents' and Conductors' interline passenger reports for apportionment of revenue
 Local reports of milk and cream shipments
 Redeemed tickets—Passenger Department
 Hotel, restaurant and dining car accounts
 Balancing foreign roads' reports against Agents' reports
 Checking storage on baggage and parcel checks
 Conductors' and Ticket Receiver Reports
 United States Mail Service
 Balancing tour reports and stubs with Agents' chargeable—Local stub and tour agencies
 Balancing Agents' lists—A.D. 1601 to 1608 inclusive
 Balancing runs of Interline abstracting with control figures

New York and Philadelphia District Agents
 Passenger Accounts
 Balance and Control—Railroad Retirement
 Board Reports
 Junction settlements—Checking and balancing
 C/As
 Recording and handling Government bills re-
 quiring notarization
 Ferry Reports

STATISTICS AND REPORTS

Taxable Revenue—Compiling—Summarization
 and Comparison
 Employes, hours and compensation
 Estimated passenger revenue—Train earnings
 Distribution of revenues—Freight to Regions
 —Recapitulating
 Preparing switching summaries
 Distribution of miscellaneous Passenger reve-
 nues to Divisions

BOOKKEEPING

Supplemental Pension Plan—records, accounts,
 etc.
 Social Security; Railroad Retirement and Un-
 employment taxes, records, accruals, pay-
 ments, filing returns, etc.

CLAIMS

Classifying claim distribution statements

CLERICAL WORK NOT CLASSIFIED

Investigating unsettled items—Interline switch-
 ing report
 Routing Interline long haul waybills
 Preparation of B.A. 4 Adjustments Returns
 Separating P&D service charges for State
 Taxable

Maintaining Contract Termination Record
 Investigating tracers from foreign carriers for unreported tickets
 Preparatory work for checking and balancing Clearing Account—passenger traffic
 Record of appointment, bonding and equipping of conductors
 Statistics and file clerk—Traveling Auditors and Contract forces
 Coding Agents' reports for Hollerith key punching
 Preparation work on General Ledger Journals, preparing statements of account for voucher—Ledger duplicate
 Reconciling Agents' and Auditors' Local corrections
 Owners equipment accounting—Trust Agreements
 United States Mail Service—Rating and Miling affidavits—verifying charges for Railway Mail Service
 New York and Philadelphia Agents—Summarizing passenger and miscellaneous Agents' balances
 Preparing A.D. 1309 or A.D. 1310 for Government freight
 Reclaiming proportion of absorbed switching from foreign roads
 Estimated Passenger Revenue—Train earnings—Rating tickets for new average rates per passenger statistics

HANDLING MAIL

Mailing pay drafts—Preparing envelopes, notices and waybills, placing train directions on envelopes and consolidated packages

Grade "C"

AUDITING

Bridge tolls

Verification of P&D contract rates, weights, extensions and reconciling differences

Checking truckers bills vs. vouchered amounts

Commercial telegraph

Telephone commissions

Material Invoices—Summarizing totals of lists to check against monthly exhibits

Pay orders

Pay drafts

Interest checks

Unclaimed wages

Payroll deductions

Newspaper settlements

Checking foreign carriers' tickets, baggage checks, deductions, exchange tickets and adjustments against reports and preparation of tracers

Agents' Daily Cash Reports

Scrip lifted by Conductors and Agents

Railroad Retirement Board Reports, investigation of compensation, etc.

Junction settlements—Checking and balancing Agents' drafts

Agents' drafts—Preparing monthly statement

Balancing Government freight journals returned from CTB out of balance

Local Passenger Reports—comparing current closing numbers of stock with previous closing numbers to determine number sold

Treasurer's I. & C. Cash Sheets

BOOKKEEPING

Transfers between Auditors' Clearing Accounts

Registering journals, bills and summarizing
balance sheets

Clearing Account—Detail and balance—freight
auditors

STATISTICS AND REPORTS

Military passenger travel

Commodities, cars and tonnage—also coding for
Statement of Taxes paid—Social Security

P.R.S.L.—Mileage; Operating Performance

STENOGRAPHY

Typing from dictation

TYPEWRITING—SPECIAL TRAINING OR DEVICE

Vouchers

Abandoned property values

Valuation Completion Reports

Supporting data for security applications

CLAIMS

Abstracting reports for claims

Summary of Claim Distribution Statements

HANDLING MAIL

Distributing, collecting and mailing (Mail
Rooms)

CLERICAL WORK NOT CLASSIFIED

Foreign company bills, transmittal

Net settlement bills, transmittal, journalizing

Verifying calculations—Checking “on hand”

Stock Record—Traveling Auditors’ Reports

Maintaining accuracy and production control
records

Recording of: Payments under constructions

Recording of: Payments under joint facility

Recording of: Concession privileges
 Recording of: Concession receipts
 Final investigation of waybills and corrections
 for reporting
 Posting Totals and Earnings—Summarizing
 earnings, accruals and Tax Payments and
 reconciling Summaries with Contribution Re-
 turns
 P.R.S.L.—Labor Distribution; Time Posting;
 Check Roll, preparing Retirement Board
 Forms; Accounts Receivable and Accounts
 Payable bills; Material and Fuel Accounting;
 Uniform Container Accounts
 Preparing face sheets—Government freight

Grade "D"

AUDITING

Examining excess value stamps to see that they
 are properly issued
 Checking bills against list received from mis-
 cellaneous group—Freight
 Correcting list of Agencies
 Dividends—Coupons
 Verifying freight division statements (Foreign
 roads)
 Auditing Payrolls—Inserting pay draft numbers,
 examining pay drafts
 Analyzing and coding A.D. 1608 and preparing
 and balancing A.D. 1044
 Allowances to patrons (P&D)

STATISTICS AND REPORTS

Distribution of Revenues—Freight to Regions—
 Calculating pro-rate
 Estimated freight revenues
 Regional tonnage
 Pick Up Delivery

Traffic—Tonnage—L.I.R.R.
Tonnage—Revenue

FILING

Correspondence—Routine

TYPEWRITING—SPECIAL TRAINING OR DEVICE

Government transportation bills

Abstract of waybills

Freight division statements (Recapitulation of Abstracts)

Claim Abstracts and Journals—Preparing, listing and balancing

Pay drafts—Balancing

Lists of Diverted tickets to Foreign carriers

CLERICAL WORK NOT CLASSIFIED

Advising routes, fare and destination on tickets

Writing freight division statements (Recapitulation of Abstracts)

Summarizing Debits and Credits—Average Demurrage Agreements and Filing

Claim Abstracts, Overcharge and Loss and Damage Correspondence, Journalizing and Filing

Operating Photostat Machine

Tracing for unreported Interline Forwarded Waybills and corrections

Tracing for intermediate proportions and following up unreported items to a conclusion—Freight

Handling debit relief items reported on A.D. 1608

Preparing bills McCall and Selfridge

Pro-rating charges on Company Material Waybills from percents and divisions furnished by percenting Division and allocating expenses to Regions

Grade "E"

AUDITING

- Checking and tracing—handling difference notices A.D. 5015
- Checking company material w/b's vs. A.D. 1603 or A.D. 1604
- Checking received and forwarded waybills and corrections with reports
- Checking foreign road freight abstracts against Agents' forwarded reports
- Checking local waybills for reporting
- Reporting of intermediate freight traffic by foreign lines—Checking and preparation of tracers
- To see that east and westbound collections are received from Joint Electric Trains
- Comparing, verifying and adding, Bills, Lists, Statements and reports (Difficult, but not requiring knowledge of higher graded work)

BOOKKEEPING

- Vouchers (Indexing)

TYPEWRITING—SPECIAL TRAINING OR DEVICE

- Ticket sales reports to Foreign carriers
- Waybill corrections
- Dictaphone and Ediphone transcribing
- Voucher Authorities
- Statements and Stencils—Requiring skill and planning
- Payrolls—balancing

MECHANICAL DEVICES

- Adding and listing
- Balancing—Recapping—Adding by machine
- Sorter, Tabulator, Interpreter, Reproducer, Printer, Collater, Multiplier

Non-listing calculating machines
 Ticket counting machine
 McBee Binder and Cutting machine
 Punching—Alphabetic, numeric, Gang

CLERICAL WORK NOT CLASSIFIED

Payrolls—assembling and noting exceptions for
 draft writers and machine bureau
 Proing corrections
 Recording lost and found tickets
 Care and distribution of supplies (Office—Di-
 visional)
 Coding Payrolls—Preparing lists of Voucher
 payments—Pay Drafts and Pay Order Ad-
 justments
 Checking earnings with payroll control record
 and making adjustments
 Inspecting waybills for grain doors
 Listing and/or Posting issued orders—P.&L.A.
 —Relief Fund
 Correcting Hollerith cards

Grade "F"

AUDITING

Checking F.G.E. bills against Hollerith lists
 Checking Local Blank book tickets
 Checking high numbers of Local printed tickets
 Checking Local tickets redeemed by General
 Passenger Agents against sales reports
 Checking Local tickets redeemed by Agents
 against the sales and noting reports
 Examining Parcel Room reports to see that all
 checks are reported
 Earnings in excess of \$300.00
 Checking switching orders against stock record
 Checking unsettled items in A.O.S. switching
 book
 Comparing fares of printed destination stocks

Checking contract rates per car on F.G.E. bills
 Vouchers—Marking date paid in register
 Pay Drafts—Marking date paid on payrolls
 Verifying I.B.M. lists—company material

BOOKKEEPING

Adding ledgers and preparing trial balance sheets

STATISTICS AND REPORTS

Distribution of Revenue—Freight to Regions—
 Percentaging

CLAIMS

Freight—Acknowledging receipt
 Freight—Noting against records

FILING

ICC Dockets, Division sheets—Tariffs—Receiving — Distributing — Indexing — Filing—
 Handling requests for
 Freight and Passenger Claims

TYPEWRITING—SPECIAL TRAINING OR DEVICE

Registering vouchers
 Listing invoices
 Depreciation data
 Equipment Construction Records and Reports
 Statements of Differences

MECHANICAL DEVICES

Mimeograph and similar Devices
 Moon Hopkins

CLERICAL WORK NOT CLASSIFIED

Maintaining time, absence, pass records, etc.
 Searching collections for tickets from memoranda—not requiring knowledge of higher graded work

Checking duplicate Social Security Numbers—
Multiple Reporting of Earnings—List of
Earnings—O.A. 702—C.E.R. 1's for prepar-
ing O.A. 702—Alphabetical I.B.M. name
and number list

Tracing for unreported Local forwarded waybills
and corrections

Noting corrections and correction accounts
against records

Sorting and counting tickets—N.Y.&L.B.R.R.,
C.R.R. of N.J. and H.&M.R.R.

Redeemed tickets—Passenger Department—
Checking files and amount against counter
and voucher register sheets

Preparing requests for information from other
Divisions—not requiring knowledge of higher
graded work

Tracing letters, including form letters—not re-
quiring knowledge of higher graded work

Preparing supplemental check lists for differ-
ences between Hollerith check lists and
F.G.E. bills

Looking up information from filed records

Noting information or data on records

Abstracting data from filed records

Inspection—Defense Bond Work

Abstracts—Tearing-down, sorting

HANDLING MAIL

Mailing Pay Drafts—Examining for signature,
sealing and consolidating envelopes into
packages

Grade "G"

AUDITING

Comparison of Auditor's portion of refundable
duplex memo. issued with those redeemed
Matching train checks

Checking Station Parcel and Parcel Room checks to see that they are received from every station

Checking Hollerith Lists and verifying Punching within Accounting Machine Bureau

Checking passing reports against intermediate abstracts—carload

Junction settlements—Writing lists A.D. 1601 to 1608, inc.

Checking foreign road received reports against PRR AD 5773

Checking re-called tickets

Checking to see that all reports, checks, etc. are received

Checking—ordinary, routine—Not requiring knowledge of higher graded work

CLAIMS

Freight—Backing, recording, indexing

FILING

Bills, checks, forms, invoices, notices, orders, reports, corrections, scrip, stubs, drafts, pay orders, vouchers, exhibits, receipts, abstracts, tickets, waybills, cards, documents, letters, applications, blanks, etc.

Classifying for filing

HANDLING MAIL OR RECORDS

Inter and Intra office; divisional by clerk—
Messenger

Cylinders—Distributing

TYPEWRITING—ORDINARY (Which is to include similar work not otherwise specified in higher grades)

Mail Affidavits

Form letters

Waybills
 Claim tracing
 Statements, Reports and stencils—ordinary
 Miscellaneous—from copy
 G 75 transfers
 BV 588's

CLERICAL WORK NOT CLASSIFIED

(Which is to include similar work not otherwise specified in higher grades)

U.C. 2 d's, etc.—Insertion of Earnings
 Issuing Social Security Numbers and preparation of reports
 Listing waybills for revision
 Entering Government Bill numbers and total on ledger sheets
 Verifying names and account numbers of new employees on payrolls
 Comparing voucher memos. and multiple forms of reports, checks, tickets, etc., to determine that they agree
 Verifying ticket count
 Listing closed S/Ds
 Sorting, separating, attaching, detaching, setting-up, breaking-down and classifying waybills, reports, corrections, pay orders, pay drafts, bills, checks, stubs, tickets, notices, orders, reports, scrip, claims, cards, documents, letters, correspondence, exhibits, receipts, applications, forms, blanks, etc.
 Numbering reports, documents, etc.
 Collating and Associating Forms, Records, Documents, Reports, etc.
 Shaving Cylinders
 Carbonizing
 Decarbonizing
 Count of Bills, Reports, Records, Documents, etc.

Arranging, Boxing, Binding of forms, cards,
reports, records, documents, etc.

Labeling Records

Stamping

Proving—Not requiring knowledge of higher
graded work

Coding—Not requiring knowledge of higher
graded work

Verifying and Comparing—Ordinary

Copying

Pulling and/or Distributing documents, etc.,
from binders, files, etc., and/or recording their
return

Performing routine clerical work, including
Entering—Recording and Indexing

6 This Agreement supersedes all previous and existing agreements governing rates of pay and gradations of work for the employees covered hereby

7 This Agreement shall become effective May 1, 1942 and shall remain in effect until revised in accordance with the procedure prescribed by the Railway Labor Act as amended

THE PENNSYLVANIA RAILROAD COMPANY

CLERICAL, OTHER OFFICE, STATION AND
STOREHOUSE EMPLOYEES OF THE PENNSYLVANIA
RAILROAD COMPANY DESIGNATED HEREIN

By

Deputy Comptroller

By: BROTHERHOOD OF RAILWAY AND
STEAMSHIP CLERKS, FREIGHT
HANDLERS, EXPRESS AND STATION
EMPLOYEES.

By.

General Chairman

Senior Vice General Chairman

General Secretary - Treasurer

Vice General Chairman

Vice General Chairman

Philadelphia, Pa.
April 15, 1942.



UNIVERSITY OF ILLINOIS-URBANA



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